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# Xerox 7024 Facsimile Terminal User Handbook

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# Table of contents

Table of contents .....	v
How to use this handbook .....	ix
<b>Installation</b>	
Unpacking and installation .....	xi
Space requirements .....	xi
Operating environment .....	xii
Unpacking .....	xii
Connecting the terminal .....	xiii
Installing the trays .....	xiv
Loading the paper tray .....	xv
Advancing the imaging film .....	xvi
Installing the customer assistance label .....	xviii
Installing the power cord .....	xviii
Speaker volume control .....	xix
Handset control volume .....	xix
Selecting the alternate language .....	xix
<b>1. Preparing the machine for operation</b>	
Getting to know the telecopier .....	1-1
Component locations .....	1-2
Component descriptions .....	1-3
Control panel .....	1-4
Control panel descriptions .....	1-5
Menu table .....	1-6
Example: To select from the menu table .....	1-6
Set date and time .....	1-8
To set date and time (Menu 09, Feature 21) .....	1-8
Local identification number and name / send header .....	1-10
To store local ID number and name (Menu 09, Feature 21) .....	1-10
Set terminal and handset dialling type .....	1-13
To set terminal dialling type (Menu 09, Feature 17) .....	1-13
To set handset dialling type .....	1-14
Answering modes .....	1-15
Set answering machine .....	1-16
To set answering machine (Menu 09, Feature 11) .....	1-16
To set TAD (telephone answering device) time (Menu 04) .....	1-17
Set second telephone .....	1-18
To set second telephone (Menu 09, Feature 10) .....	1-18
One touch label .....	1-19
Installing the one touch label .....	1-19
Tones .....	1-20
Memory .....	1-21
Receive to memory .....	1-21
Memory available .....	1-21
Memory full .....	1-22
Switching the power off and on .....	1-22

## 2. Dialling

Dial directory .....	2-1
To plan the dial directory .....	2-1
To enter pauses in one touch or speed dial numbers .....	2-2
To set one touch keys 01-24 (Menu 05, Feature 1) .....	2-2
To set speed dial numbers (Menu 06, Feature 1) .....	2-4
To set one touch keys P1-P6 as standard one touch (Menu 10, Feature 1) .....	2-7
To set program one touch keys (P1-P6) for multi step operations (Menu 10, Feature 2) .....	2-10
To program keys (P1-P6) for delayed send .....	2-12
To program keys (P1-P6) for group send/delayed group send .....	2-13
To program keys (P1-P6) for relay send .....	2-14
To program keys (P1-P6) for send secure mail .....	2-16
To program keys (P1-P6) for polling/delayed polling .....	2-17
To program keys (P1-P6) for multi polling .....	2-18
Dialling methods .....	2-19
To manually dial for voice contact .....	2-20
To dial using one-touch numbers .....	2-20
To dial using speed dial numbers .....	2-20
Automatic redial .....	2-21
To dial using last number redial .....	2-21

## 3. Sending

Selecting contrast and resolution .....	3-1
Resolution settings .....	3-1
Contrast settings .....	3-1
Sending a document .....	3-2
To send a document .....	3-2
Secure send mode .....	3-3
To set secure send mode (Menu 01, Feature 2) .....	3-3
Delayed send .....	3-4
To set delayed send (Menu 02, Feature 1) .....	3-4
Group send/delayed group send .....	3-6
To set group send/delayed group send (Menu 02, Feature 2) .....	3-6
Send secure mail .....	3-8
To set send secure mail (Menu 02, Feature 4) .....	3-8
Relay send .....	3-10
To set relay send (Menu 02, Feature 3) .....	3-10
Job reserved .....	3-14
To set job reserve .....	3-14
Forced 4800 .....	3-15
To set forced 4800 (Menu 01, Feature 3) .....	3-15
Voice Request .....	3-16
To signal a voice request .....	3-16
To answer a voice request .....	3-16
Long original .....	3-17
To set long original (Menu 01, Feature 1) .....	3-17
Store for polling .....	3-18
To set store for polling (Menu 03, Features 3, 1) .....	3-18
Cancel and interrupt procedures .....	3-20
To interrupt a job .....	3-20
To cancel a job .....	3-20
Erase pending job (Menu 08, Feature 3) .....	3-21
Pending job list (Menu 08, Feature 1) .....	3-22
Erase polling document (Menu 03, Features 3, 2) .....	3-23

<b>4. Copying</b>	
Copying a document .....	4-1
To copy a document .....	4-1
One copy (no reduction) .....	4-2
Copies (auto reduction) .....	4-2
Copies (selected reduction) .....	4-3
Copy protect .....	4-4
To set copy protect (Menu 09, Feature 16) .....	4-4
<b>5. Receiving</b>	
Receiving a document .....	5-1
To manually receive a document .....	5-1
To automatically receive a document .....	5-1
Receive to memory .....	5-2
To manually receive a document using a second telephone .....	5-2
To automatically receive using LOAD ORIG: (TEL) answer mode .....	5-3
To automatically receive when an answering machine is connected .....	5-4
Polling/Delayed polling .....	5-5
To set polling/delayed polling (Menu 03, Feature 1) .....	5-5
Multi-polling .....	5-7
To set multi-polling (Menu 03, Feature 2) .....	5-7
<b>6. Reports</b>	
Activity report .....	6-1
To setup the activity report to print automatically (Menu 09, Feature 12) .....	6-1
To print the activity report manually (Menu 07, Feature 1) .....	6-2
Options report .....	6-4
To print the options report (Menu 07, Feature 2) .....	6-4
Dial directory report .....	6-6
To print the dial directory report (Menu 07, Feature 3) .....	6-6
Print pending job list .....	6-9
To print the pending job list (Menu 08, Feature 1) .....	6-9
Confirmation report .....	6-11
To print the confirmation report automatically (Menu 09, Feature 03) .....	6-11
To print the confirmation report manually .....	6-12
Error message report (Failure report) .....	6-13
Error message report .....	6-15
Memory initialized report .....	6-16
Print pending document .....	6-17
To print the pending document (Menu 08, Feature 2) .....	6-17
Print polling document .....	6-18
To print document stored for polling (Menu 03, Feature 3, 3) .....	6-18
<b>7. Custom features and settings</b>	
Set auto receive time .....	7-1
To set auto receive time (Menu 09, Feature 02) .....	7-1
Set block junk fax .....	7-3
To set block junk fax (Menu 09, Feature 14) .....	7-3
Set contrast default .....	7-4
To set contrast default (Menu 09, Feature 07) .....	7-4
Set ECM (Error correction mode) .....	7-5
To set ECM mode (Menu 09, Feature 15) .....	7-5
Set halftone .....	7-6
To set halftone (Menu 09, Feature 05) .....	7-6
Set number of redials .....	7-7
To set number of redials (Menu 09, Feature 18) .....	7-7

Set number of rings .....	7-8
To set number of rings (Menu 09, Feature 09) .....	7-8
Set polled mode .....	7-9
To set polled mode (Menu 09, Feature 01) .....	7-9
Set receive reduction .....	7-10
To set receive reduction (Menu 09, Feature 13) .....	7-10
Set redial interval .....	7-11
To set redial interval (Menu 09, Feature 19) .....	7-11
Set resolution default .....	7-12
To set resolution default (Menu 09, Feature 06) .....	7-12
Set RS-232 Settings .....	7-13
To print RS-232 settings (Menu 11, Feature 1) .....	7-13
To set baud rate (Menu 11, Features 2, 1) .....	7-14
To set parity (Menu 11, Features 2, 2) .....	7-15
To set stop bit (Menu 11, Features 2, 3) .....	7-16
To set character length (Menu 11, Features 2, 4) .....	7-17
Set scanner width .....	7-18
To set scanner width (Menu 09, Feature 04) .....	7-18
Set time pause .....	7-19
To set number of seconds (Menu 09, Feature 08) .....	7-19

## 8. Problem solving

Problem solving process .....	8-1
To request assistance .....	8-1
Supplies .....	8-1
Error messages table .....	8-2
Error messages table and error codes .....	8-3
Problem solving table .....	8-4
Loading the paper tray .....	8-5
Removing a document jam .....	8-6
Removing a paper jam .....	8-6
Removing a recording paper jam .....	8-7
Replacing the imaging film .....	8-8
Changing the recording paper size .....	8-11
Cleaning the thermal head .....	8-12
Cleaning the pressure roller .....	8-13
Cleaning the rollers and retard pad .....	8-14

## 9. Reference

Specifications .....	9-1
US: Xerox data coupler information .....	9-2
Canadian certification .....	9-4

## Glossary

Glossary .....	Glossary-1
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## Index

Index .....	Index-1
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## How to use this handbook

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This user handbook is provided to assist you in the operation of your Xerox 7024 Facsimile Terminal. Please refer to the user handbook for the recommended use of the features and other operator activities.

The 7024 has many features and functions that may be used individually or combined. Therefore, to ensure proper operation and optimal utilization of the many features, please become familiar with the contents of the user handbook before using the terminal.

The square brackets “[ ]” in a procedure identify the name of a control panel button. If the procedure states “Press [Select]”, press the Select button.

This handbook is divided into the following sections:

- **Installation**

This section contains the space requirements, operating environment, unpacking, installation instructions, and language selection procedure.

- **Section 1 - Preparing the machine for operation**

This section provides a description of the control panel and each feature button. Also included is a description of the actions needed to setup the terminal for operation such as: date and time, local number/name, dialling types, optional answering machine or second telephone connection.

- **Section 2 - Dialling**

This section provides the instructions to setup the dial directory, group number setup and various dialling options.

- **Sections 3, 4, 5 - Sending, Copying and Receiving**

These sections contain procedures for all variations of sending, copying, receiving.

- **Section 6 - Reports**

This section contains descriptions of the reports available on the terminal and procedures for printing the reports.

- **Section 7 - Custom features and settings**

This section provides the procedures and descriptions for optional user settings and features available on the terminal. These features are listed in alphabetical order.

- **Section 8 - Problem solving**

This section contains the error codes, supplies information, cleaning procedures and instructions for installing the paper.

- **Section 9 - Reference**

This section contains the terminal specifications, data coupler and Canadian certification information.

- **Section 10 - Index**

The index section will allow you to easily access information in the user handbook. Commonly used names are cross referenced.

A glossary is included to define some of the terms used in this manual.



# Quick Reference Guide

## Send

1. Load originals face down.
2. Dial telephone number using one of the following methods:

**Keypad Dial:**  
1. Enter telephone number and press [Start].

**One Touch Dial:**

1. Press one touch key.

**Speed dial:**

1. Press [Speed Dial].
2. Enter 2-digit speed dial number and press [Start].

**Redial:**

1. Press [Redial] and [Start].

## Confirmation Report

Press [Send Confirm] to verify each successful transmission. To print automatically, refer to Menu 09, Feature 03, Set Confirm Report.

## Receive

**Automatic:**

1. Terminal answers and receives document.

**Manual:**

1. Lift handset and listen for tones. Remove documents from ADF.
2. Press [Start] and replace the handset.

## Cancel a Job

**Communicating with 1 terminal:**

1. Press [Stop].

**Communicating with multiple terminals:**

1. Press [Speed Dial] and [Stop].
2. Cancel pending job from memory.

**Cancel pending job from memory:**

1. Print Pending Job List.
2. Erase Pending Job.

## Copy

**One Copy (No reduction):**

1. Load originals face down.
2. Press [Copy] and [Start].

**Copies (Auto reduction):**

1. Load originals face down.
2. Press [Copy].
3. Enter number of copies.
4. Press [Start].

**Copies (Selected reduction):**

1. Load originals face down.
2. Press [Copy].
3. Enter number of copies.
4. Press [Enter].
5. Press [Select] for desired reduction rate.
6. Press [Start].

## Group Number Setup

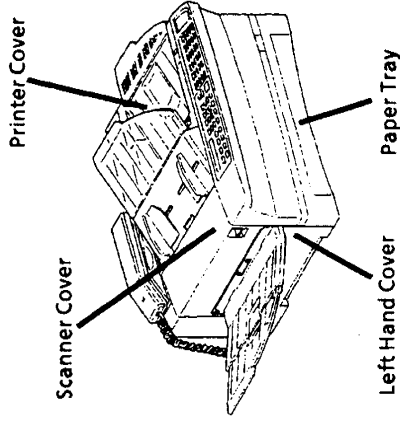
See *Dial Directory*.

## Group Dial

See *Delayed Group Send*.

## Clearing Jams

1. Open the scanner, printer or left hand cover.



2. Remove jammed paper.
3. Check paper tray.
4. Close cover.

## Menu Directory

### TO ACCESS MENUS AND FEATURES:

1. Press [Menu].
2. Enter menu number (e.g. press [0], [9] for User Settings.)
3. Press [Enter].
4. Enter feature number (e.g. press [0], [3] for Set Confirm Report.)
5. Press [Enter].

### 01 SEND OPTIONS1

- 1 Long Original Mode
- 2 Secure Send Mode
- 3 Forced 4800 Mode

### 04 CALL RESPONSE

- 1 Set TAD Time
- 2 ONE-TOUCH SETUP
- 3 One-Touch 1 to 24
- 4 SPEED DIAL SETUP
- 5 Speed Dial 01 to 55
- 6 PRINT REPORTS
- 7 1 Activity Report
- 8 2 Options Report
- 9 3 Dial Directory Report

### 08 PENDING JOBS

- 1 Pending Job List
- 2 Print Pending Doc.
- 3 Erase Pending Job

### 09 USER SETTINGS

- 01 Set Polled Mode
- 02 Set Auto Rcv. Time
- 03 Set Confirm Report
- 04 Set Scanner Width
- 05 Set Halftone
- 06 Set Res Default
- 07 Set Contrast
- 08 Set Time Pause
- 09 Set Number Rings
- 10 Set 2nd Telephone
- 11 Set Ans Machine
- 12 Activity Report
- 13 Set Rcv Reduction
- 14 Block Junk Fax
- 15 Set ECM Mode
- 16 Set Copy Protect
- 17 Set Dialling Type

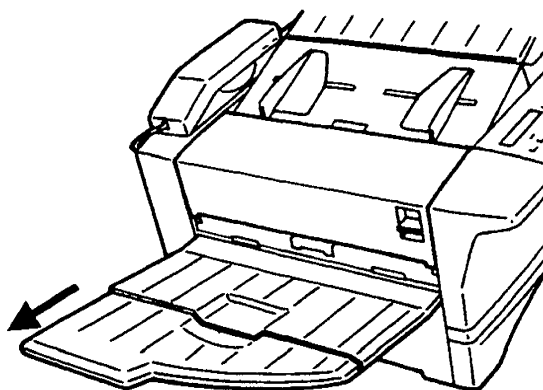
### 18 Set # of Redials

- 19 Redial Interval
- 20 Set Date & Time
- 21 Set Local ID/Name
- 10 PROGRAM ONE TOUCH
- 1 Enter One Touch
- 2 Program One Touch

**NOTE: To select "1 Store for Polling, press [Enter] when "3 Store for Polling" is displayed.**

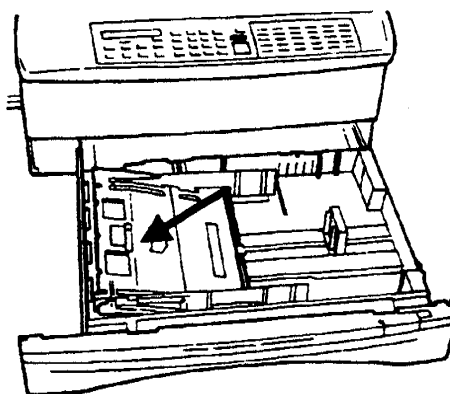


4. Extend the document support tray.

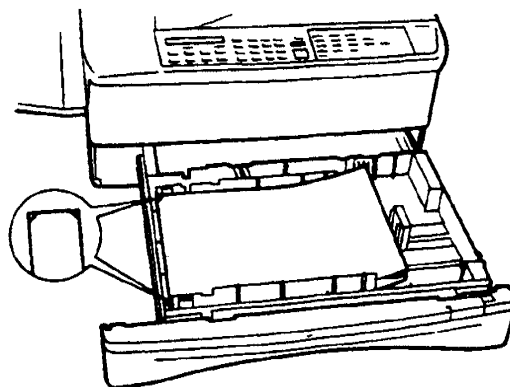


### Loading the paper tray

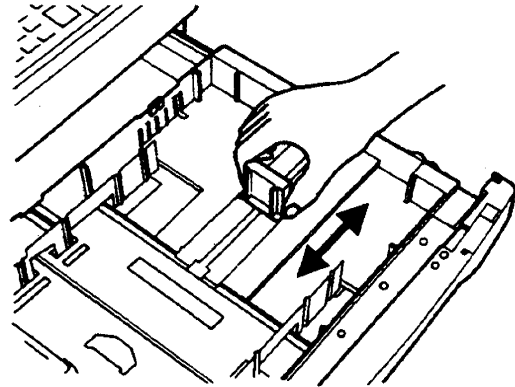
1. Open the paper tray and press the metal plate in the tray downward until it clicks.



2. Place up to 250 sheets of recording paper under the corner tabs. Push the paper tray into the terminal.

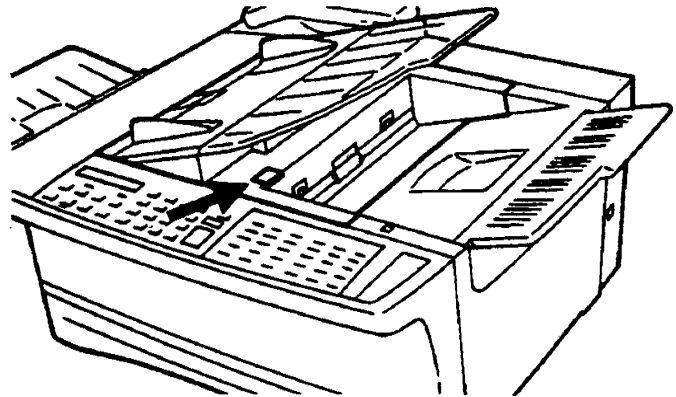


*Note: The paper stop should be set for 11 inch paper when it is received. If necessary, adjust the paper stop to fit 14 inch paper by squeezing the sides of the paper stop and sliding it to the 14 inch position.*

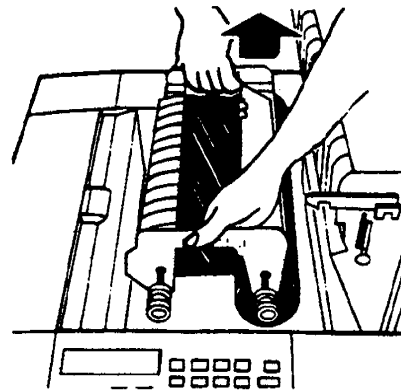


### **Advancing the imaging film**

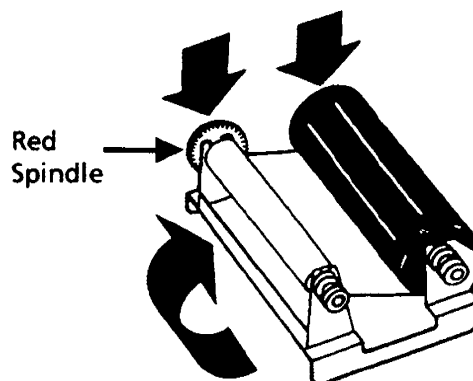
1. Press down on the printer cover release button and open the printer cover.



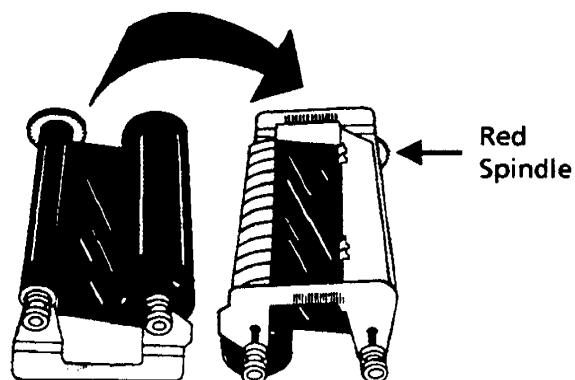
2. Locate the imaging cartridge. Note: The red spindle is on the right rear side. Grasp the cartridge by its handles and lift it up and out of the terminal.



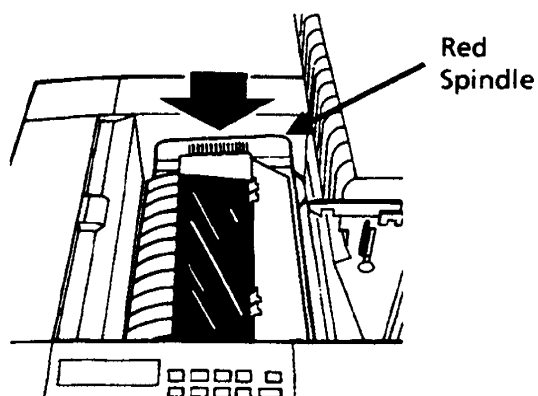
3. Set the cartridge down on a work surface and turn it over. Make sure the red spindle is on the left rear side. Advance the blue leader clockwise onto the take-up roll until the black ink is visible.



4. Turn the cartridge over. Make sure the red spindle is on the right rear smooth side and the blue spindle is on the left rear ribbed side.



5. Grasp the cartridge by its handles and place it into the terminal. Make sure the red spindle is on the right rear side.



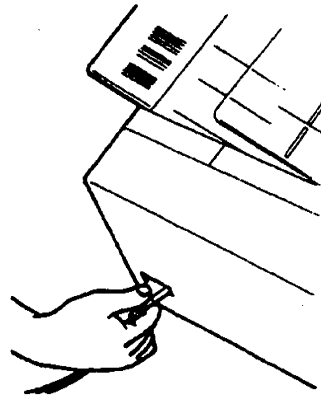
6. Close the printer cover and press firmly to close.

### Installing the customer assistance label

1. Record the serial number on the customer assistance label and in the User Handbook, Section 8, Requesting assistance. The serial number is located under the printer cover to the left of the imaging cartridge.
2. Record the customer support center telephone number on the customer assistance label. The number is in the User Handbook, Section 8, Requesting assistance.
3. Remove the cover backing from the customer assistance label and place the label on the right rear corner of the terminal.

### Installing the power cord

1. Make sure the power switch at the right side of the terminal is off.
2. Plug one end of the power cord into the connector at the rear of the terminal.



3. Plug the other end of the power cord into the wall outlet.
4. Turn the power switch on.

**Note:** Do not install the terminal on the same electrical circuit as an air conditioner, copier machine or other high consumption electrical appliance. These appliances can cause electrical "draw-downs" when they operate--temporarily reducing the power available for other equipment on the circuit--and could damage your terminal.

## Unpacking and installation

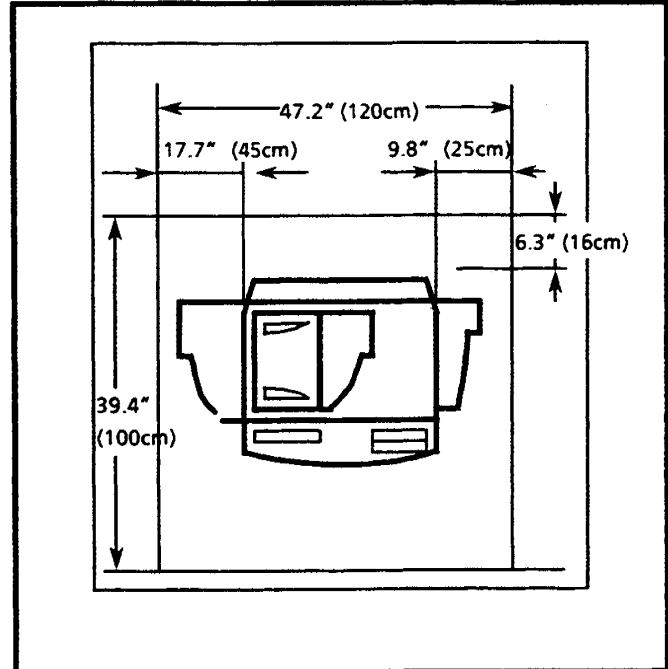
This section includes general information about your terminal including the installation instructions.

The section contains the following information:

- Space requirements
- Operating environment
- Unpacking
- Connecting the terminal
- Installing the trays
- Advancing the imaging film
- Installing the customer assistance label
- Installing the power cord
- Selecting the alternate language

### Space requirements

The accompanying diagram gives the minimum clearances required for normal operation, replacement of consumables, and maintenance.



## Operating Environment

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Do not install the terminal in a location that would expose it to any of the following environmental factors that could create safety hazards or adversely affect operation.

- Direct sunlight
- Direct air flow from heaters, air conditioners, ventilation ports, etc.
- Rapid temperature fluctuations--Too rapid heating of a cold room can cause water vapor to condense onto the paper, where it then interferes with image transfer.
- Extreme temperatures or humidity outside the recommended operating range.
- Ammonia from diazo duplicators, etc.
- Poor ventilation
- Excessive dust or vibration
- Volatile materials
- Curtains or other flammable materials to close to the unit

## Unpacking

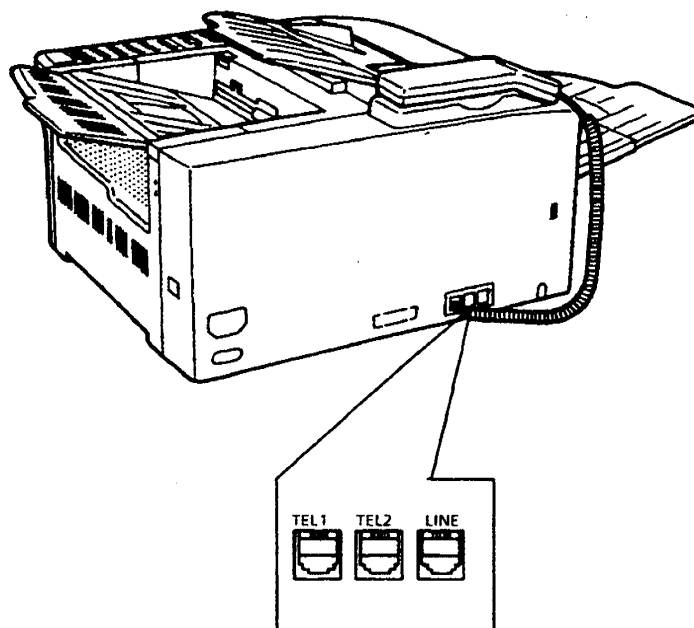
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1. After opening the shipping carton, check for the following items:
 

1. User handbook	6. Handset cord
2. Operator guide	7. Telephone line cord
3. Document output tray	8. Power cord
4. Document input tray	9. Telephone handset
5. Xerox paper	
2. Remove the plastic from the terminal and place terminal in the designated location.
3. Remove the plastic bag containing the customer assistance label from the control panel and set aside.
4. Remove the protective covering from the control panel.
5. Press the Scanner Release Button (Document Release Knob - see Component identification) to open the scanner cover and remove the vinyl sheet.



## Connecting the terminal

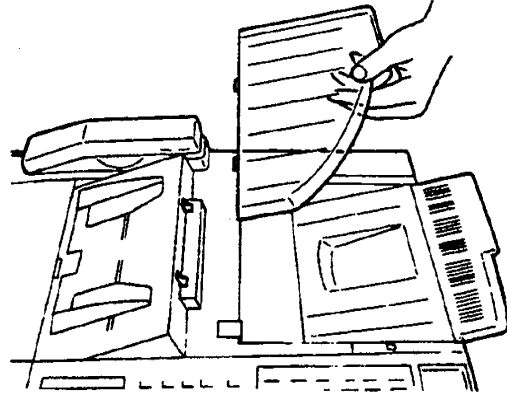


1. Insert one end of the handset cord into the handset. Insert the other end of the handset cord into the modular jack marked TEL1 on the rear of the terminal. Place the handset on the cradle.
2. Insert one end of the telephone line cord into the modular jack marked LINE on the rear of the terminal. Insert the other end of the telephone line cord into the telephone wall jack.
3. If you will be using an answering machine or second telephone with your fax machine, connect the telephone line cord from that device to the TEL2 jack. Remove the plastic cover from the TEL2 jack.

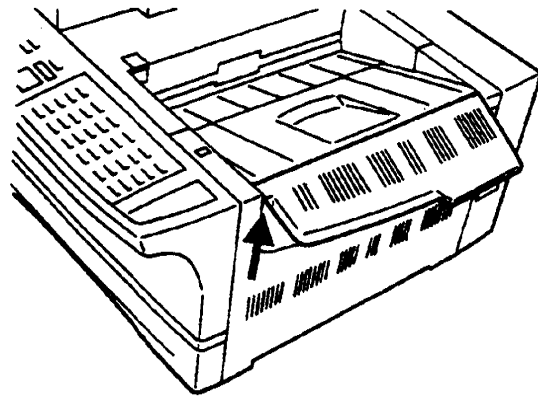
**Note:** If desired, you may connect the answering machine or second telephone to TEL1 and the handset to TEL2. See **SET SECOND TELEPHONE** and **SET ANSWERING MACHINE** to select the appropriate settings.

## Installing the trays

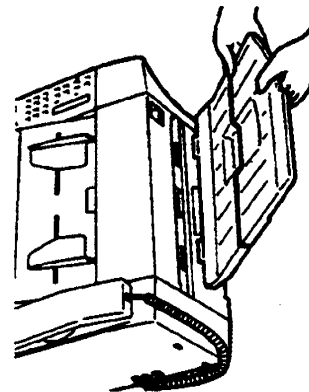
1. Document input tray - Position the tabs on the tray over the slots located on top of the terminal. Press the tray down firmly to secure.



2. Output tray extension (attached to the terminal) - Lift the tray upward until the tray locks into place. To fold the tray back into the terminal, lift and lower slowly.



3. Document output tray - Position the tray vertically. Insert the tabs into the slots and lower the tray into position.



## Speaker volume control

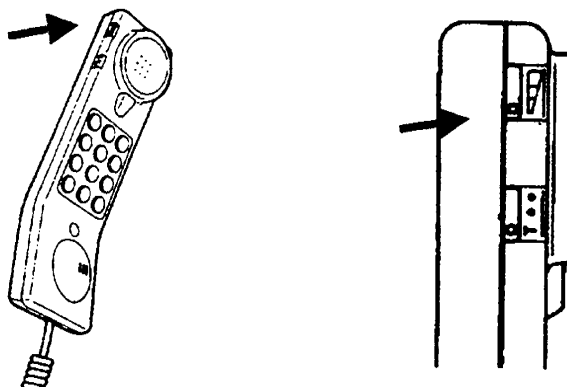
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The speaker volume control is located on the left rear of the terminal. Move the control as desired to adjust the volume of the tones on the terminal.

## Handset volume control

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1. Move the ringer volume lever to adjust the volume of the handset.



## Selecting the alternate language

---

The 7024 can display and print reports in two languages. Press [Menu] followed by the pound [#] key to select the alternate language.

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**Notes**

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# Preparing the machine for operation

## Getting to know the telecopier

Now that your terminal is installed, you need to become familiar with the features. This section contains a brief summary and setup requirements of your Xerox 7024 Facsimile Terminal.

The Xerox 7024 contains an internal data coupler. Its use is restricted by different regulatory commissions. To comply with the different regulations, you must read and follow the instructions listed in the Reference Section of this handbook.

When you switch the power on, your terminal will be in the idle mode and ready to use. Whenever an action has been successfully completed or an operation is not pending, the terminal will return to the idle mode and display the following message in the selected language.

LOAD ORIGINALS
SEP 30'91 10:55

The 7024 is equipped with two languages. The alternate language can be selected by pressing [Menu] followed by the pound key [#]. All display messages and reports will be shown in the selected language.

The terminal may be left powered on 24 hours a day and has a battery back up system that will retain the user programmed options in memory for a minimum of 200 hours when no power is applied to the terminal.

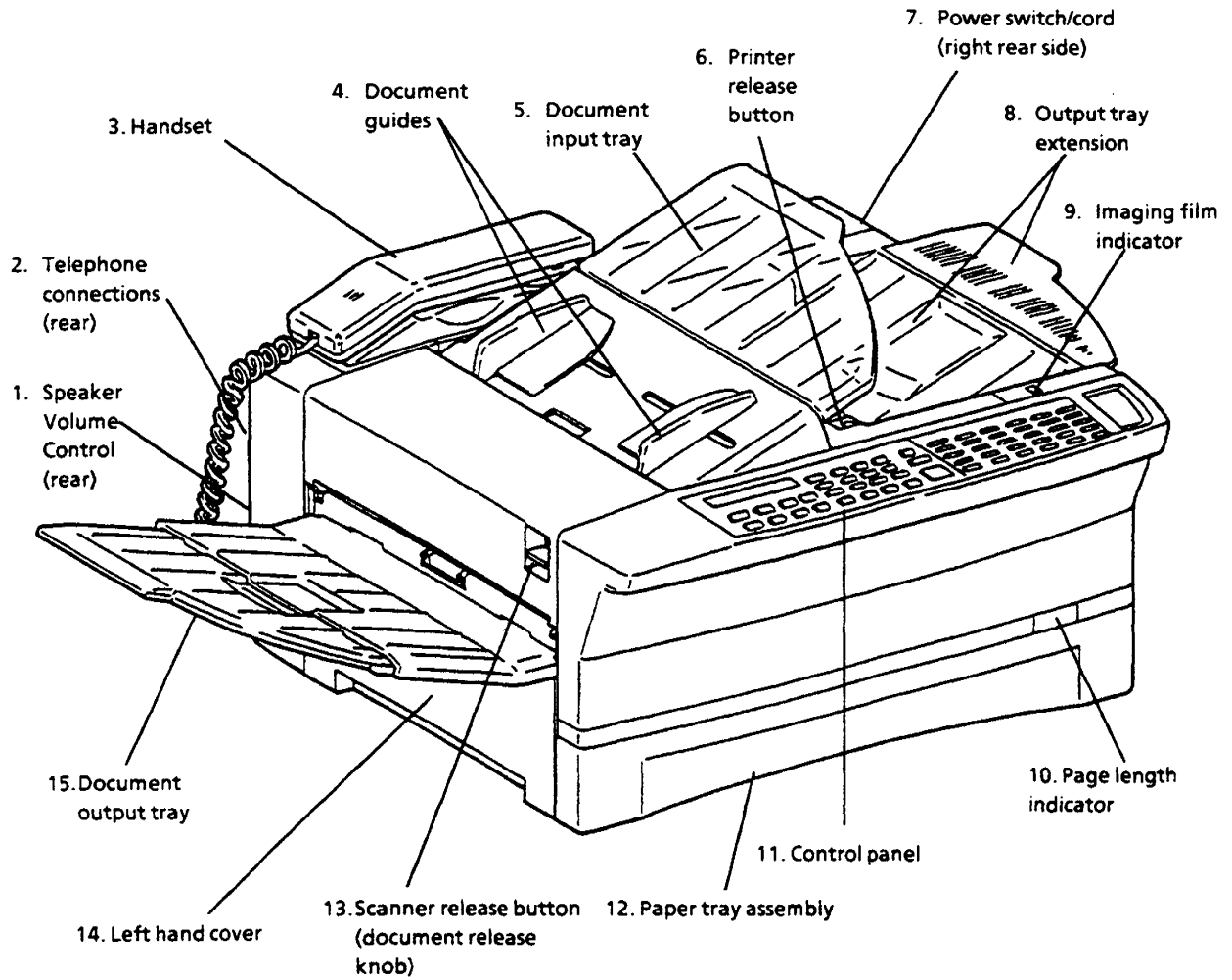
The Automatic Document Feeder (ADF) will feed up to 30 single sheets of letter or legal size originals. If the number of originals to be sent or copied exceeds the ADF capacity, these additional pages may be placed in the ADF after starting the send or copy operation.

To transmit images from documents smaller than the minimum size, damaged originals or materials not within the specifications of this terminal, first create a copy on bond paper. Use the copied image for your transmission. The following types of originals should be reproduced on bond paper prior to use in this terminal: undersized, lightweight, heavy card stock, irregularly shaped, damaged, stapled, carbon-backed, paste-ups or bound. Oil wet papers must dry for 30 minutes before using.

An optional setting allows wider than 8.5 inch documents to be reduced to accommodate the receiving unit. An optional setting also allows pages longer than 35.4 inches to be transmitted.

The error light will come on and an error message will show in the display if an error or fault condition occurs. If there is no obvious problem, press [Stop] and try the operation again. If the problem continues, consult the Problem Solving Section.

## Component locations

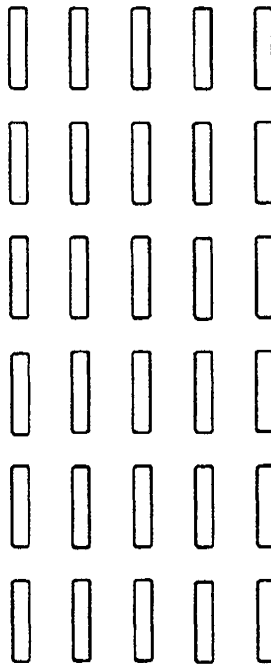
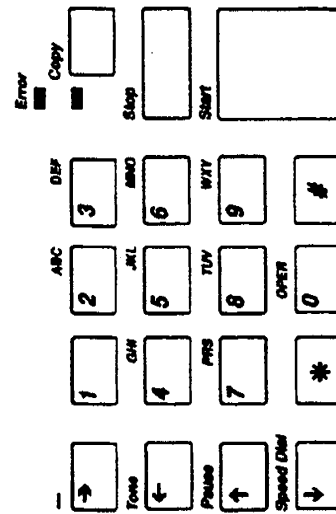
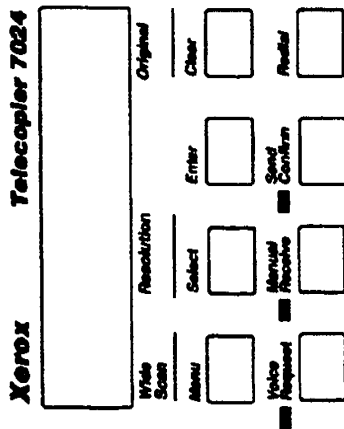


## Component descriptions

This is a brief description of the function of each of the keys, controls, tones and lights on the terminal.

1. **Speaker volume control:** Adjusts the volume of the speaker and tones.
2. **Telephone connections:** Standard RJ-11C modular jacks.
 

Line	Telephone line from wall jack.
TEL 1:	RJ-11C modular jack for telephone handset.
TEL 2:	RJ-11C modular jack for a secondary device (telephone or answering machine) used with the terminal.
3. **Handset :** Provides voice capability.
4. **Document guides:** Adjustable document guides for varying widths.
5. **Document input tray:** Provides area to load original documents.
6. **Printer release button:** Releases top cover to provide access to printer area.
7. **Power switch/cord:** Controls power to the unit. Located at the right rear corner of the terminal.
8. **Output tray extension:** Provides an extended area for long copies.
9. **Imaging film indicator:** Visual indication showing status of imaging film.
10. **Indicator (page length):** A manual setting provided to indicate the page length loaded in the terminal.
11. **Control panel:** Contains buttons and lights for interface with the terminal.
12. **Paper tray assembly:** Supplies paper to the terminal.
13. **Scanner release button:** Releases the scanner cover.
14. **Left hand cover:** Provides access to clear a paper jam .
15. **Document output tray:** Provides area for completed copies to accumulate.



Control Panel



---

## Control panel descriptions

---

**Display:** Two lines of information, each line provides 20 characters.

**Wide scan:** Use to automatically reduce the size of the pages sent to a remote fax.

**Menu:** Use to select the appropriate menu and to store information.

**Resolution/Select:** Use to select the scanning resolution, functions and settings within a menu. Also use to display the number of pending jobs and the amount of memory in use.

**Enter:** Use to select the features and save the selection of the displayed feature.

**Original/Clear:** Use to select the contrast. Also use to clear information in the display.

**Voice request:** Use to signal remote operator that voice communication is desired; also use to enable on-hook dialling.

**Manual receive:** Use to select the receive mode.

**Send confirm:** Use to enable the print out of a Send Confirm Report after a send operation.

**Redial:** Use to redial the last auto dialled telephone number.

**→, ←, ↑, ↓ keys:** Use to move the cursor when selecting the characters for the local name and number.

**- (Dash) Key:** Use to insert a dash in telephone numbers and local identification number to enhance legibility. Also instructs the terminal to wait for a dial tone when pressed two times.

**Tone:** Use to change dialling system; tone or pulse.

**Pause:** Use to enter a pause in the dial sequence when manual dialling or storing a one touch or speed dial telephone number.

**Speed Dial:** Use to activate dialling of stored speed dial numbers.

**Error LED:** Indicates an error condition.

**Copy:** Use to select the copy function.

**Stop:** Use to stop an operation or reset the error LED.

**Start:** Use to begin an operation.

**Terminal keypad:** Use as a telephone dialling pad, to access display menus, menu functions, and to create the dialling directories.

**One touch keys (01-24):** Use to program telephone numbers for one touch dialling of an individual terminal.

**Multifunction keys (P1-P6):** Use to program telephone numbers as standard one touch keys and to program multi-step operations for delayed send, delayed group send, relay send, send secure mail, delayed polling and multi-polling as program one touch keys. These six keys can have both the standard one touch and the program one touch functions assigned at the same time.

## Menu table

The terminal has 11 menus with additional functions (features, reports, data entry and options.) Each menu may have several selectable features. The 11 menus are:

- |                     |                         |
|---------------------|-------------------------|
| 1. Send Options1    | 7. Print Reports        |
| 2. Send Options2    | 8. Pending Jobs         |
| 3. Polling Options  | 9. User Settings        |
| 4. Call Response    | 10. Program One-Touch   |
| 5. One-Touch Setup  | 11. RS-232 <sup>1</sup> |
| 6. Speed Dial Setup |                         |

To select the desired menu, press [Menu] and use the keypad to enter the two digit menu number (01-11). When the desired menu is displayed, press [Enter] to display the first feature in the selected menu. To select the desired feature, use the keypad to enter the two digit feature number. See Menu table for feature numbers. (Numbers 1-9 must be preceded by 0, i.e. 01, 02.)

### Example: To select from the menu table

1. Press [Menu] to enter the menu table.

1.SEND OPTIONS1 01-10      SELECT/ENTER
--

2. Enter the desired menu number (01-11.) Press [0], [9] to select menu 9.USER SETTINGS in this example.

9.USER SETTINGS 01-10      SELECT/ENTER
--

3. Press [Enter] to select the first feature within menu 9.

1.SET POLLED MODE 01-21      SELECT/ENTER
--

4. Enter the number associated with the desired feature within menu 9. For example, press [0], [7] to select 7.SET CONTRAST.

7.SET CONTRAST 01-21      SELECT/ENTER
---

*Note: You can manually advance through the menus by pressing [Menu] one time and [Select] repeatedly until the desired menu is displayed. You can manually advance through the features by pressing [Select] repeatedly; or manually step backward through the menus and features by pressing [Menu] repeatedly.*

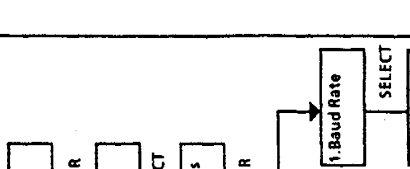
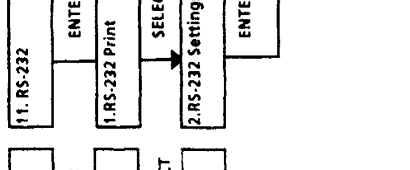
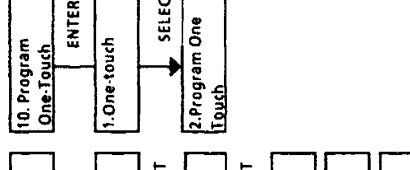
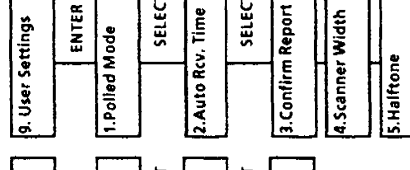
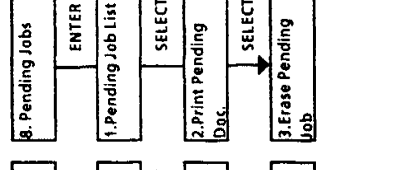
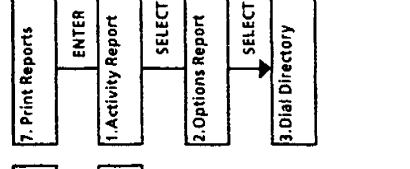
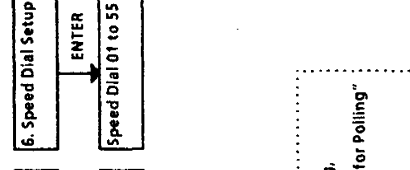
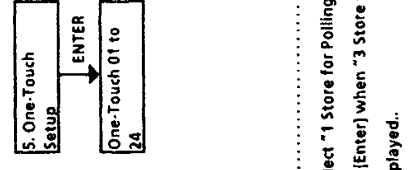
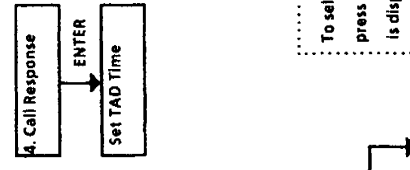
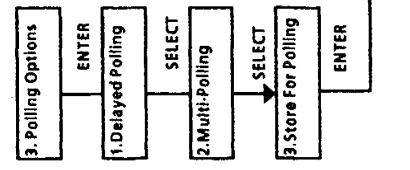
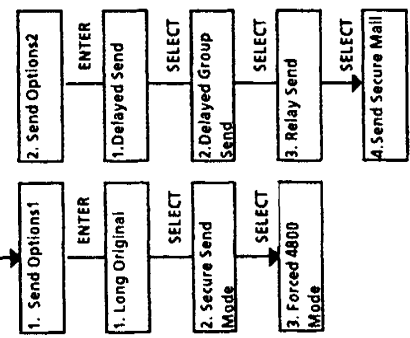
1. Menu 11, RS-232, will be displayed only if you have a RS-232 interface board installed in your terminal.

# MENU TABLE

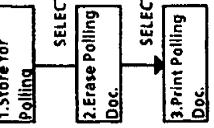
## IDLE MODE

LOAD ORIGINALS  
SEP 30, 91 8:00

MENU



To select "1 Store for Polling, press [Enter] when "3 Store for Polling" is displayed..



Press [Select] to advance to the next feature.

1. From the idle mode, press [Menu].
2. To select the desired menu, use one of the following methods:
  - Use the keypad to enter the desired menu number (01-11) or;
  - Press [Select] to scroll forward or press [Menu] to scroll backward through the menu titles.
3. When the desired menu is displayed, press [Enter].
4. To select the desired feature, use one of the following methods:
  - Use the keypad to enter the desired feature number or;
  - Press [Select] to advance through the features.
5. When the desired feature is displayed, press [Enter] to set the feature.

Note: Menu 11 will be displayed only if you have a RS-232 interface board installed in your terminal.

## Set date and time

This feature allows the date and time to be entered into the terminal. The time displays in a 24-hour format. The date and time are saved in memory and a battery provides power when the AC power is removed.

### To set date and time (Menu 09, Feature 20)

1. Press [Menu].

```
1.SEND OPTIONS1
01-10 SELECT/ENTER
```

2. Press [0], [9].

```
9.USER SETTINGS
01-10 SELECT/ENTER
```

3. Press [Enter].

```
1.SET POLLED MODE
01-21 SELECT/ENTER
```

4. Press [2], [0].

```
20.SET DATE AND TIME
01-21 SELECT/ENTER
```

5. Press [Enter]. Use the terminal keypad to enter the last two digits of the current year.

```
ENTER YEAR
'01 01/01 00:00
```

6. Press [Enter]. Enter the month.

```
ENTER MONTH
'91 09/01 00:00
```

7. Press [Enter]. Enter the day.

```
ENTER DAY
'91 09/30 00:00
```

8. Press [Enter]. Enter the hour in 24-hour format.

```
ENTER HOUR
'91 09/30 10:00
```

9. Press [Enter]. Enter the minute.

ENTER MINUTE  
'91 09/30 10:30

10. Press [Enter].

SET DATE AND TIME  
COMPLETED



## Local identification number and name/send header

The local identification (ID) number and name identify your terminal to other terminals in the network.

The local ID number can be up to 20 characters and is the telephone number of the terminal. The local name can be any alpha/numerical combination up to 20 characters.

If the local ID number and name are entered, a send header containing the local name, local ID number, date, time, communication batch # and page numbers will appear at the top of each page sent to a remote terminal. If the ID number and name are not entered, the send header will contain the date, time, communication batch # and the number of pages only. A sample send header is shown below:

### SAMPLE SEND HEADER

Local name	Local ID #	Date	Time	Comm. Batch #	Number of Pages
XYZ Corporation	ID: 2145551000	SEP 30, 1991	13:00	No.001	P. 01

### To store local ID number and name (Menu 09, Feature 21)

1. Press [Menu].

```
1.SEND OPTIONS1
01-10 SELECT/ENTER
```

2. Press [0], [9].

```
9.USER SETTINGS
01-10 SELECT/ENTER
```

3. Press [Enter].

```
1.SET POLLED MODE
01-21 SELECT/ENTER
```

4. Press [2], [1].

```
21.SET LOCAL ID/NAME
01-21 SELECT/ENTER
```

5. Press [Enter].

ID: SELECT/ENTER

6. If desired number is displayed, press [Select] and go to step 8. If no number is displayed, press [Enter] and go to step 7.

If an undesired number is displayed, press [Clear] and go to step 7.

ID: \_

7. Use keypad to enter the local ID (telephone number). When the desired local ID has been entered, press [Enter].

NAME: SELECT/ENTER

8. If desired name is displayed, press [Select] to complete the procedure.

If no name is displayed, press [Enter] and go to step 9.

If an undesired name is displayed, press [Clear] and go to step 9.

\_ ABCDEFGHIJ. 00

9. Use the up and down arrow keys to select the row containing the desired character. Use the left and right arrow keys to select the first character of your local name. When the cursor is positioned under the first desired character, press [Enter] to store the character and proceed to the next character. Numbers can be entered using the character code table or keypad. Press [Clear] to erase a character. The 00 represents the number of characters entered in the name.

\_ ABCDEFGHIJ. 01  
A

Space                      Character table                      Space

A	B	C	D	E	F	G	H	I	J	.
K	L	M	N	O	P	Q	R	S	T	.
U	V	W	X	Y	Z	+	,	-	.	/
a	b	c	d	e	f	g	h	i	j	.
k	l	m	n	o	p	q	r	s	t	.
u	v	w	x	y	z	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	;
!	"	#	\$	%	&	'	(	)	*	

Display always starts with first row.



Use UP/DOWN arrow keys to change rows.



Use LEFT/RIGHT arrow keys to change columns.

10. Continue using the arrow keys to select the characters for your local name. Press [Enter] to select each character.

_ ABCDEFGHIJ.	03
ABC	

11. When your local name has been entered, press [Menu].

SET LOCAL ID/NAME COMPLETED
--------------------------------



## Set terminal and handset dialling type

The telephone lines require either touch tone or pulse dialling signals. If you are unsure of the dialling signals required by your telephone system, call your telecommunication company for assistance. The switch on the handset and the menu option on the terminal must be set to meet the telephone system requirements. Ensure the terminal menu and the handset switch have the same dial option selected.

There are three dialling settings: TONE, 20PPS (pulse per second) and 10PPS. The tone setting will satisfy the majority of the telephone systems.

### To set terminal dialling type (Menu 09, Feature 17)

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9].

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [7].

```
17.SET DIALLING TYPE
01-21      SELECT/ENTER
```

5. Press [Enter].

```
DIALLING MODE:   TONE
                  SELECT/ENTER
```

6. Press [Select] to scroll through the dialling type settings: TONE, 20PPS or 10PPS.

```
DIALLING MODE:   TONE
                  SELECT/ENTER
```

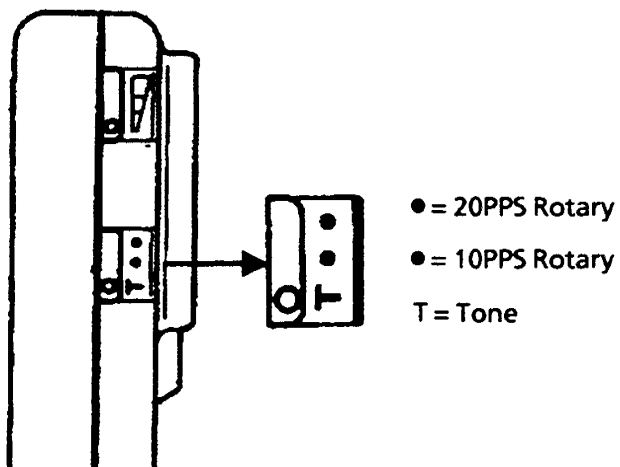
7. Press [Enter] when the desired setting is displayed.

```
SET DIALLING TYPE
COMPLETED
```

### To set handset dialling type

---

Move the switch on the handset to the appropriate setting for the telephone system.



---

## Answering modes

---

There are two basic ways your terminal answers incoming calls: automatic or manual. There is one manual answer mode and three automatic answer modes.

Press [**Manual Receive**] repeatedly until the desired setting is displayed.

### Automatic modes:

- **LOAD ORIGINALS** - LED is off. Select this setting when you want the terminal to automatically answer all incoming calls after the specified number of rings. (See Set number of rings.)
- **LOAD ORIG:(TEL)** - Select this setting when you want your terminal to automatically answer all incoming calls and play a prerecorded message to all voice callers if no facsimile tones are detected.

If facsimile tones are detected, your terminal will perform any facsimile operation.

- **LOAD ORIG:(ANS)** - Select this setting when you connect an answering machine to your terminal. (See Set answering machine.) With proper setup, the answering machine will automatically answer the incoming call. If the answering machine is turned off, your terminal will automatically answer the call after 7 rings.

Any voice callers to your terminal will hear the prerecorded message on your answering machine. If facsimile tones are detected, your terminal will perform any facsimile operation.

### Manual mode:

- **LOAD ORIGINALS** - LED is on. Select this setting when you want to manually answer all incoming calls.

## Set answering machine

When you connect a telephone answering machine (TAD) to your terminal, the guidelines listed below should be followed:<sup>1</sup>

- Answering machine device: The rings before answer setting on your answering machine should be set to answer before 7 rings. The terminal will automatically answer the call after 7 rings.
- Jack connection and Set answering machine: The jack connection of the answering machine and the settings of the set answering machine feature below should match. The recommended connection and setting is TEL2.
- Answer mode: The answer mode should be set to LOAD ORIG: (ANS).
- SET TAD TIME: User specified (see next page.)

### To set answering machine (Menu 09, Feature 11)

- TEL1 - This setting is used when you connect an answering machine to the TEL1 jack. (See footnote)
- TEL2 - This setting is used when you connect an answering machine to the TEL2 jack.

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10      SELECT/ENTER
--

2. Press [0], [9] to select menu 9.

9.USER SETTINGS 01-10      SELECT/ENTER
--

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE 01-21      SELECT/ENTER
--

4. Press [1], [1] to select SET ANS. MACHINE.

11.SET ANS. MACHINE 01-21      SELECT/ENTER
--

1. There are two jack selections on your terminal. If desired, the answering machine can be connected to the TEL1 jack and the handset to the TEL2 jack.

5. Press [Enter].

```
ANS. MACHINE: TEL2
                SELECT/ENTER
```

6. Press [Select] to select TEL1 OR TEL2.

```
ANS. MACHINE:   TEL2
                SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
SET ANS. MACHINE
      COMPLETED
```

### To set TAD time (telephone answering device) (Menu 04)

This feature determines how many seconds the terminal should wait before switching the call from the answering machine to the terminal for facsimile operations. When there is an incoming call to the answering machine and the caller is silent or does not leave a message in the specified time, the call will be switched to the terminal for facsimile operations.

You can select from 0 to 15 seconds. Entering 0 turns this feature off.

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [4] to select menu 4.

```
4. CALL RESPONSE
01-10      SELECT/ENTER
```

3. Press [Enter]. Enter a number between 00-15 seconds.

```
SET TAD TIME
TIME:           00
```

4. Press [Enter] when the desired setting is entered.

```
SET TAD TIME
      COMPLETED
```

## Set second telephone

If desired, you can connect a second telephone to your terminal. Follow the guidelines below for proper setting and connection.

- Connect the second telephone to the TEL2 jack.<sup>1</sup>
- Select ON in the Set second telephone setting.

If you answer the incoming call using the second telephone before the terminal answers, you can transfer the call back to the terminal by pressing [6] two times within 12 seconds. The terminal will perform the facsimile operation. The second telephone must be physically connected to the terminal to perform this operation.

### To set second telephone (Menu 09, Feature 10)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10      SELECT/ENTER
--

2. Enter [0], [9] to select menu 09.

9.USER SETTINGS 01-10      SELECT/ENTER
--

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE 01-21      SELECT/ENTER
--

4. Enter [1], [0] to select SET 2ND TELEPHONE.

10.SET 2ND TELEPHONE 01-21      SELECT/ENTER
---

5. Press [Enter].

REMOTE TEL:      OFF SELECT/ENTER
--------------------------------------

6. Press [Select] to select ON or OFF and press [Enter].

REMOTE TEL:      ON SELECT/ENTER
-------------------------------------

SET 2ND TELEPHONE COMPLETED
--------------------------------

1. If desired you can connect the second telephone to the TEL1 jack and the handset to the TEL2 jack.

---

## One touch label

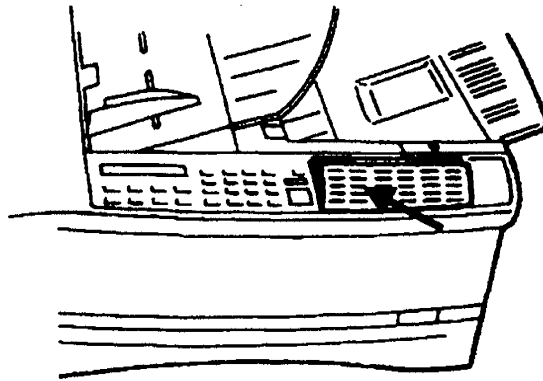
---

A one touch label is provided with your terminal to record your stored one touch telephone numbers. When you complete the setup of your dial directory in the next section, use the procedures below to record your numbers.

### Installing the one touch label

---

1. Remove the protective cover from the one touch keys.



2. Remove the one touch label and write the appropriate telephone numbers on the sheet.



3. Insert the one touch label and the protective cover over the one touch keys.

---

## Tones

---

Your terminal generates audible tones to indicate terminal status. The tones also indicate the acceptance of actions you perform on the control panel.

### **One beep**

A single beep indicates a valid action as been accepted when a control panel button is pressed.

### **Two beeps**

A double beep indicates an action has not been accepted. For example when an incorrect sequence was performed.

### **Multiple beeps**

More than two beeps indicate the machine requires attention. Refer to the display for corrective action. An example would be memory full, out of paper or voice request.



## Memory

If scan to memory is selected in the feature, the terminal will not transmit the originals as it scans them, but stores the image, telephone number, and other data as a stored job in memory. The originals, therefore, do not block the document tray while the terminal is waiting to transmit the images -- an advantage that is important when you request transmission after hours, when telephone rates are lower.

The terminal has a memory capacity equivalent to approximately sixteen standard size pages for transmission at normal resolution with ECM turned off. The terminal will store approximately twelve pages with ECM turned on. Actual memory requirements vary with such factors as document size, contents and resolution.

The following features can be stored in memory:

- Delayed send
- Delayed group send
- Relay send
- Secure send
- Store for polling

### Receive to memory

The terminal automatically receives and stores documents into memory when the terminal is out of supplies or when a paper jam occurs.<sup>1</sup> The following displays during the receive operation if ECM mode is set to OFF:

RECEIVE	MEMORY	STD
---------	--------	-----

The following displays during the receive operation if ECM is set to ON:

RECEIVE	ECM	STD
---------	-----	-----

The documents will print out from memory after the supplies have been replaced or the paper jam is cleared.

### Memory available

When the terminal is in the idle mode, press [Select] to display the number of pending jobs and the total percentage of memory used.

1. Remove originals from ADF. Press [Select] to display the number of pending jobs.

PENDING JOBS	(01)
*-----	

1. Under certain conditions, the document will first be received to memory and printed automatically.

2. Press [Select] a second time to display the percentage of memory used.

MEMORY IN USE	(023%)
**-----	

3. Press [Stop] to return to the original display.

### Memory full

---

- When memory is full, an alarm sounds and an error message appears on the display.

MEM FULL SEE MANUAL ENTER/CLEAR
------------------------------------

- If above message is displayed, press [Enter] within one minute to save all scanned originals.

Failure to respond within one minute results in the cancellation of the job and the deletion of scanned originals. An Error Message Report will be printed out.

### Switching the power off and on

---

When the power is switched off, any document(s) in memory will be deleted and pending delayed transmissions will be canceled.

The percentage of memory that is currently being used is displayed when [Select] is pressed from the idle mode. If any memory is used and you need to switch off the power, perform the following actions to avoid losing the document(s) in memory.

- If a transmission is pending or a delayed operation has been setup, the power should not be switched off unless necessary.
- If an error is displayed, correct the problem according to the message.
- A Pending Job List can be printed to determine if you need to print the documents before power is switched off.
- It is not necessary to turn the power off to change the imaging film.

---

## Dial directory

---

This feature allows 55 speed dial and 30 one touch telephone numbers to be entered into the terminal for quick telephone dialling. Each telephone number can be a maximum of 40 characters. A one touch or speed dial number is assigned by the terminal for each telephone number.

**Speed dial** - Fifty five telephone numbers and names can be stored in the speed dial memory and can be accessed by the two digit speed dial numbers 01-55. The one touch and speed dial numbers are printed on the Dial directory report.

**One touch** - Thirty telephone numbers and names can be stored in the one touch memory and can be accessed by the one touch numbers 1-24 and P1-P6.

**Program one touch** - P1-P6 can also be programmed to reduce multi-step functions to one keystroke.

**Group numbers** - Five group numbers are available on your terminal and each one touch and speed dial number can be entered into one or all five groups in the one touch and speed dial setup. Group dial is available through Delayed Group Send.

Forced 4800 and secure send can also be setup in the one touch and speed dial numbers.

A pause can be entered in your telephone numbers when dialling 9 for an outside line or when using charge code numbers.

A dash can be entered in your telephone numbers to separate the digits for easier reading or to insert another pause.

### To plan the dial directory

---

- Identify the telephone numbers you plan to include in the one touch or speed dial memory.
- Print out a copy of the Dial Directory report. (Reference the Reports Section.)
- Determine which number from the Dial Directory list (01-24 or P1-P6 for one touch or 01-55 for speed dial) will be associated with each telephone number.
- Determine which telephone numbers will be included in the group numbers.
- When all entries have been entered into the terminal, print out a copy of the numbers and verify that all telephone numbers and names are correct. Use this list as a reference. Print out a new copy of the list each time the list is modified.

## To enter pauses in one touch or speed dial numbers

A pause may be included anywhere in the one touch or speed dial numbers by pressing the pause or dash key.

A pause should be entered whenever a delay is required between numbers such as when dialling 9 for an outside line or using charge code numbers.

The dash key should be used for an undetermined delay between numbers such as waiting for a dial tone when dialling through a PBX system.

If Pause is pressed, "-/" displays.

If dash [ - ] is pressed twice, "!" displays.

## To set one touch keys 01-24 (Menu 05, Feature 1)

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [5], [Enter].

```
ONE-TOUCH 01 TO 24
SELECT AND PRESS
```

3. Press the desired one touch key.

```
[01]=NOTHING STORED
SELECT/ENTER
```

4. If desired number is displayed, press [Select] and go to step 6.  
If NOTHING STORED is displayed, press [Enter] and go to step 5.  
If an undesired number is displayed, press [Clear] and go to step 5.

```
[01]=TEL. NUMBER
-
```

5. Use the terminal keypad to enter the telephone number (up to 40 characters). When the telephone number is correct, press [Enter].

```
[01]=SET PARAMETERS
SELECT/ENTER
```

6. If the Forced 4800 or Secure Send options are not desired, press [Select] and go to Step 11.  
If the Forced 4800 or Secure Send options are desired, press [Enter].

```
FORCED 4800:      OFF
SELECT/ENTER
```

7. Press [Select] to display the desired setting; ON or OFF.
8. Press [Enter] to store the selected setting.

```

SECURE SEND:      OFF
                  SELECT/ENTER
    
```

9. Press [Select] to display the desired setting; ON or OFF.
10. Press [Enter] to store the selected setting.

```

[01]=LOCATION ID
                  SELECT/ENTER
    
```

11. If desired name is displayed, press [Select] and go to step 14.  
 If LOCATION ID is displayed, press [Enter] and go to step 12.  
 If an undesired name is displayed, press [Clear] and go to step 12.
12. Enter the remote Location ID (up to 12 alpha/numeric characters) one character at a time. Use the arrow keys to move the cursor under the desired character in the character table or use the numeric keypad to enter numbers. If a character is being selected from the table, press [Enter] for each character desired. Enter is not required when entering numbers from the keypad.

```

_ ABCDEFGHIJ.    00
    
```

**Note:** The two digit number in the display represents the number of characters entered.

Space  
↓

Character table

A	B	C	D	E	F	G	H	I	J	.
K	L	M	N	O	P	Q	R	S	T	.
U	V	W	X	Y	Z	+	,	-	.	/
a	b	c	d	e	f	g	h	i	j	.
k	l	m	n	o	p	q	r	s	t	.
u	v	w	x	y	z	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	}
!	"	#	\$	%	&	'	(	)	*	

Space  
↓

← Display always starts with first row.

↑

↓

Use UP/DOWN arrow keys to change rows.

→

←

Use LEFT/RIGHT arrow keys to change columns.

13. When all the characters have been selected for the remote location ID, press [Menu].

```

[01]=GROUP NUMBER
                  SELECT/ENTER
    
```

14. If desired number is displayed, press [Select] and [Stop] to return to the idle mode.

If GROUP NUMBER is displayed, press [Enter] and go to step 15.

If an undesired number is displayed, press [Clear] and go to step 15.

[01]=GROUP NUMBER  
—

15. Use the terminal keypad to enter the group numbers. The terminal offers up to five groups, numbered 1 to 5 and each number can be included in all five group numbers, if desired.

If entering more than one group number, press [Menu] to insert a comma between the numbers.

[01]=GROUP NUMBER  
1, 3, 4

16. When you have entered all the group numbers, press [Enter].

ONE-TOUCH 01 TO 24  
SELECT AND PRESS

17. Press [Stop] to return to the idle mode.

### To set speed dial numbers (Menu 06, Feature 1)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1  
01-10 SELECT/ENTER

2. Press [0], [6], [Enter].

SPEED DIAL 01 TO 55  
SELECT AND PRESS

3. Use the terminal keypad to enter the desired speed dial number between 01-55. Speed dial numbers below 10 must be preceded by 0.

(01)

4. Press [Enter].

(01)=NOTHING STORED SELECT/ENTER
-------------------------------------

5. If desired number is displayed, press [Select] and go to step 7.  
If NOTHING STORED is displayed, press [Enter] and go to step 6.  
If an undesired number is displayed, press [Clear] and go to step 6.

(01)=TEL. NUMBER -
-----------------------

6. Use the terminal keypad to enter the telephone number (up to 40 characters). When the telephone number is correct, press [Enter].

(01)=SET PARAMETERS SELECT/ENTER
-------------------------------------

7. If the Forced 4800 or Secure Send options are not desired, press [Select] and go to Step 12.  
If the Forced 4800 or Secure Send options are desired, press [Enter].

FORCED 4800:      OFF SELECT/ENTER
---------------------------------------

8. Press [Select] to display the desired setting; ON or OFF.  
9. Press [Enter] to store the setting.

SECURE SEND:      OFF SELECT/ENTER
---------------------------------------

10. Press [Select] to display the desired setting; ON or OFF.  
11. Press [Enter] to store the setting.

(01)=LOCATION ID SELECT/ENTER
----------------------------------

12. If desired name is displayed, press [Select] and go to step 15.  
If LOCATION ID is displayed, press [Enter] and go to step 13.  
If an undesired name is displayed, press [Clear] and go to step 13.

13. Enter the remote Location ID (up to 12 alpha/numeric characters) one character at a time. Use the arrow keys to move the cursor under the desired character in the character table or use the numeric keypad to enter numbers. If a character is being selected from the table, press [Enter] for each character desired. Enter is not required when entering numbers from the keypad.

\_ABCDEFGHIJ.      00

*Note: The two digit number in the display represents the number of characters entered.*

Space ↓	Character table	Space ↓																																																																																																		
<table style="border-collapse: collapse; width: 100%; text-align: center;"> <tr><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>.</td></tr> <tr><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>.</td></tr> <tr><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td>+</td><td>,</td><td>-</td><td>.</td><td>/</td></tr> <tr><td>a</td><td>b</td><td>c</td><td>d</td><td>e</td><td>f</td><td>g</td><td>h</td><td>i</td><td>j</td><td>.</td></tr> <tr><td>k</td><td>l</td><td>m</td><td>n</td><td>o</td><td>p</td><td>q</td><td>r</td><td>s</td><td>t</td><td>.</td></tr> <tr><td>u</td><td>v</td><td>w</td><td>x</td><td>y</td><td>z</td><td>+</td><td>,</td><td>-</td><td>.</td><td>/</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>-</td></tr> <tr><td>:</td><td>;</td><td>&lt;</td><td>=</td><td>&gt;</td><td>?</td><td>@</td><td>[</td><td>]</td><td>{</td><td>}</td></tr> <tr><td>!</td><td>"</td><td>#</td><td>\$</td><td>%</td><td>&amp;</td><td>'</td><td>(</td><td>)</td><td>*</td><td></td></tr> </table>	A	B	C	D	E	F	G	H	I	J	.	K	L	M	N	O	P	Q	R	S	T	.	U	V	W	X	Y	Z	+	,	-	.	/	a	b	c	d	e	f	g	h	i	j	.	k	l	m	n	o	p	q	r	s	t	.	u	v	w	x	y	z	+	,	-	.	/	0	1	2	3	4	5	6	7	8	9	-	:	;	<	=	>	?	@	[	]	{	}	!	"	#	\$	%	&	'	(	)	*		<p>← Display always starts with first row.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">↑</div> <div style="border: 1px solid black; padding: 2px 5px;">↓</div> </div> <p>Use UP/DOWN arrow keys to change rows.</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">→</div> <div style="border: 1px solid black; padding: 2px 5px;">←</div> </div> <p>Use LEFT/RIGHT arrow keys to change columns.</p>
A	B	C	D	E	F	G	H	I	J	.																																																																																										
K	L	M	N	O	P	Q	R	S	T	.																																																																																										
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14. When all the characters have been selected for the remote location ID, press [Menu].

(01)=GROUP NUMBER  
SELECT/ENTER

15. If desired number is displayed, press [Select] and [Stop] to return to the idle mode.

If GROUP NUMBER is displayed, press [Enter] and go to step 16.

If an undesired number is displayed, press [Clear] and go to step 16.

(01)=GROUP NUMBER  
-

16. Use the terminal keypad to enter the group numbers. The terminal offers up to five groups, numbered 1 to 5.

If entering more than one group number, press [Menu] to insert a comma between the numbers.

(01)=GROUP NUMBER  
1, 3, 4



17. When you have selected all the group numbers, press [Enter].

```
SPEED DIAL 01 TO 55
SELECT AND PRESS
```

18. Select the next speed dial number or press [Stop] to return to the idle mode.

### To set one touch keys P1-P6 as standard one touch (Menu 10, Feature 1)

This feature allows six of the one touch keys, P1 through P6, to be used as standard one touch keys and as special program keys to reduce multi-step operations to a single keystroke. Each key can be programmed for both functions.

Use the procedures below to set one touch keys, P1 through P6, as standard one touch keys. The procedures to program one touch keys to reduce multi-step operations are on the following pages.

1. Press [Menu].

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [1], [0], [Enter].

```
1. ENTER ONE-TOUCH
1-2      SELECT/ENTER
```

3. Press [Enter].

```
PROGRAM KEY P1 TO P6
SELECT AND PRESS
```

4. Press the desired program one touch key [P1-P6]. The following will be displayed if no number is entered.

```
[P1]=NOTHING STORED
SELECT/ENTER
```

5. If desired number is displayed, press [Select] and go to step 7.  
If NOTHING STORED is displayed, press [Enter] and go to step 6.  
If an undesired number is displayed, press [Clear] and go to step 6.

```
[P1]=TEL. NUMBER
-
```

6. Use the terminal keypad to enter the telephone number (up to 40 characters). When the telephone number is entered, press [Enter].

[P1]=SET PARAMETERS SELECT/ENTER
-------------------------------------

7. If the Forced 4800 or Secure Send options are not desired, press [Select] and go to step 12.

If the Forced 4800 or Secure Send options are desired, press [Enter].

FORCED 4800:      OFF SELECT/ENTER
---------------------------------------

8. Press [Select] to display the desired setting; ON or OFF.
9. Press [Enter] to store the setting.

SECURE SEND:      OFF SELECT/ENTER
---------------------------------------

10. Press [Select] to display the desired setting; ON or OFF.
11. Press [Enter] to store the setting.

[P1]=LOCATION ID SELECT/ENTER
----------------------------------

12. If desired name is displayed, press [Select] and go to step 15.  
If LOCATION ID is displayed, press [Enter] and go to step 13.  
If an undesired name is displayed, press [Clear] and go to step 13.

**Note:** The two digit number in the display represents the number of characters entered.

_ABCDEFGHIJ.      00
----------------------

- Enter the remote Location ID (up to 12 alpha/numeric characters) one character at a time. Use the arrow keys to move the cursor under the desired character in the character table or use the numeric keypad to enter numbers. If a character is being selected from the table, press [Enter] for each character desired. Enter is not required when entering numbers from the keypad.

Space                      Character table                      Space

A	B	C	D	E	F	G	H	I	J	.
K	L	M	N	O	P	Q	R	S	T	.
U	V	W	X	Y	Z	+	,	-	.	/
a	b	c	d	e	f	g	h	i	j	.
k	l	m	n	o	p	q	r	s	t	.
u	v	w	x	y	z	+	,	-	.	/
0	1	2	3	4	5	6	7	8	9	-
:	;	<	=	>	?	@	[	]	{	}
!	"	#	\$	%	&	'	(	)	*	

← Display always starts with first row.

↑
↓

Use UP/DOWN arrow keys to change rows.

→
←

Use LEFT/RIGHT arrow keys to change columns.

- When all the characters have been selected for the remote location ID, press [Menu].

[P1]=GROUP NUMBER  
SELECT/ENTER

- If desired number is displayed, press [Select] and [Stop] to return to the idle mode.

If GROUP NUMBER is displayed, press [Enter] and go to step 16.

If an undesired number is displayed, press [Clear] and go to step 16.

[P1]=GROUP NUMBER  
-

- Use the terminal keypad to enter the group numbers for the one touch key. The terminal offers up to five group numbers, numbered 1 to 5.

If entering more than one group number, press [Menu] to separate the numbers with a comma.

[P1]=GROUP NUMBER  
1, 3, 4

- When you have selected all the group numbers, press [Enter].

PROGRAM KEY P1 TO P6  
SELECT AND PRESS

- Select the next one-touch key, or press [Stop] to return to the idle mode.

## To set program one touch keys (P1-P6) for multi-step operations (Menu 10, Feature 2)

Program one touch keys, P1-P6, can also be programmed for multi-step operations. These multi-step operations can be reduced to a single keystroke. Use the following procedure to program a P1-P6 key. If the key is programmed for one touch and program one touch, the number stored can be used for two different operations.

The following six features can be programmed into the one touch keys P1-P6: Delayed Send, Group Send/Delayed Group Send, Relay Send, Send Secure Mail, Polling/Delayed Polling and Multi-polling.

For example, to transmit reports to several locations everyday, program a P1-P6 keys for group send/delayed group send to those locations. The terminal will send to each location with one keystroke immediately or at the hour selected. The operation will take place within twenty four hours.

The current settings of Forced 4800, Secure Send mode and Long Original are automatically stored with the program. The settings of these features should be considered and changed, if desired, as you program the P1-P6 keys.

The first 7 steps to program the one touch P1-P6 keys are the same regardless of the feature you select. The remaining steps vary based on the feature you have chosen. The first 7 steps appear below. Steps 8 and beyond for each feature appear on the following pages under the appropriate name.

1. Press [Menu] to select the menu table.

1. SEND OPTIONS1 01-10      SELECT/ENTER
---

2. Press [1], [0], [Enter] to select the feature.

1. ENTER ONE-TOUCH 1-2      SELECT/ENTER
---

3. Press [2] to select PROGRAM ONE-TOUCH.

2. PROGRAM ONE-TOUCH 1-2      SELECT/ENTER
---

4. Press [Enter].

PROGRAM KEY P1 TO P6 SELECT AND PRESS
--

5. Press the desired program one touch key [P1-P6].

[P1]=NOTHING STORED SELECT/ENTER
-------------------------------------

6. If desired feature option is displayed, press [Select] and return to step 5.  
If NOTHING STORED is displayed, press [Enter] and go to step 7.  
If an undesired feature option is displayed, press [Clear] and go to step 7.
7. Press [Select] to cycle through the 6 available feature options. When the desired feature is displayed, refer to the appropriate page.

1. DELAYED SEND 1-6            SELECT/ENTER
--

SEE PAGE 2-12

2. DELAYED GROUP SEND 1-6            SELECT/ENTER
--

SEE PAGE 2-13

3. RELAY SEND 1-6            SELECT/ENTER
--

SEE PAGE 2-14

4. SEND SECURE MAIL 1-6            SELECT/ENTER
--

SEE PAGE 2-16

5. DELAYED POLLING 1-6            SELECT/ENTER
---

SEE PAGE 2-17

6. MULTI-POLLING 1-6            SELECT/ENTER
---

SEE PAGE 2-18

## To program keys (P1-P6) for delayed send

*Note: Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of delayed send, see section 3, Sending.*

8. Press [Enter] to select DELAYED SEND.

```
ENTER=USE MEMORY
SELECT/ENTER
```

9. If you want the transmission to be from memory, press [Enter]. Transmitting from memory leaves the ADF free for other transmissions.

If you want the transmission to be from the ADF, press [Select]. A delayed send job from the ADF ties up the ADF until the operation is completed and will be canceled if the original is removed from the ADF.

```
DELAYED SEND
NUMBER OF PAGES:
```

10. For an automatic page count, press [Enter].

*Note: If desired, use the keypad to enter the exact number of pages in your document, including the cover page, before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```
DELAYED SEND
ENTER FAX NUMBER
```

11. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number. Press [Clear] to erase a character.

```
DELAYED SEND
555-4545
```

12. When the telephone number is entered, press [Enter].

```
DELAYED SEND
START TIME: 14:50
```

13. If you do not want a specific start time, press [Enter].

If you want a specific start time, enter the desired time in 24 hour format.

- Enter the hour and press [Enter].
- Enter the desired minutes and press [Enter].

```
DELAYED SEND
COMPLETED
```

## To program keys (P1-P6) for group send/delayed group send

*Note: Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of delayed group send, see section 3, Sending.*

8. Press [Enter] to select DELAYED GROUP SEND.

```

DELAYED GROUP SEND
NUMBER OF PAGES:
  
```

9. For an automatic page count, press [Enter].

*Note: If desired, use the keypad to enter the exact number of pages in your document, including the cover page, before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```

DELAYED GROUP SEND
ENTER FAX NUMBER
  
```

10. Enter the numbers for the delayed group send.

- Up to five one-touch, speed dial or group numbers can be entered.
- To enter a group number, press the pound [#] key and enter the group number (1-5.)
- Press [Menu] to separate the numbers with a comma.
- In the example below, one-touch key 1, group #3 and speed dial number 25 are entered.

```

DELAYED GROUP SEND
[01], G3, (25)
  
```

11. When the numbers are entered, press [Enter].

```

DELAYED SEND
START TIME:      14:50
  
```

12. If you do not want a specific start time, press [Enter].

If you want a specific start time, enter the desired time in 24 hour format.

- Enter the hour and press [Enter].
- Enter the desired minutes and press [Enter].

```

DELAYED GROUP SEND
COMPLETED
  
```

## To program keys (P1-P6) for relay send

*Note: Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of relay send, see section 3, Sending.*

8. Press [Enter] to select RELAY SEND.

```
ENTER=USE MEMORY
      SELECT/ENTER
```

9. If you want to transmit the relay send from memory, press [Enter].

If you want to transmit the document from the ADF, press [Select].

```
RELAY SEND
PASSWORD:  _
```

10. Use the terminal keypad to enter the two digit password obtained from the relay station and press [Enter].

```
ENTER=COPY TO RELAY
      SELECT/ENTER
```

11. Press [Enter] to request a printout at the relay station or [Select] to suppress the printout.

```
RELAY SEND
TERM.:
```

12. Use the numeric keypad to enter the group number(s) already programmed at the remote relay station. This is the groups to which the relay station will retransmit your document. Up to five groups can be entered. Press [Menu] after entering each number.

```
RELAY SEND
TERM.: 1
```

13. Press [Enter].

```
RELAY SEND
NUMBER OF PAGES:
```



14. For an automatic page count, press [Enter].

*Note: If desired, use the keypad to enter the exact number of pages in your document, including the cover page, before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```
RELAY SEND
ENTER FAX NUMBER
```

15. Enter the relay station telephone number using the terminal keypad, one touch or speed dial.

```
RELAY SEND
555-4545
```

16. When the telephone number is entered, press [Enter].

```
RELAY SEND
START TIME:    14:50
```

17. If you do not want a specific start time, press [Enter].

If you want a specific start time, enter the desired time in 24 hour format.

- Enter the hour and press [Enter].
- Enter the desired minutes and press [Enter].

```
RELAY SEND
COMPLETED
```

## To program keys (P1-P6) for send secure mail

*Note: Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of send secure mail, see section 3, Sending.*

8. Press [Enter] to select SEND SECURE MAIL.

```
ENTER=USE MEMORY
      SELECT/ENTER
```

9. If you want to transmit the document from memory, press [Enter].

If you want to transmit the document from the ADF, press [Select].

```
SEND SECURE MAIL
MAILBOX NUMBER:
```

10. Use the terminal keypad to enter the two digit mail box number for the remote terminal and press [Enter]. Numbers 0-9 must be preceded by 0.

```
SEND SECURE MAIL
PASSWORD:
```

11. Use the terminal keypad to enter the four digit password of the remote terminal and press [Enter].

```
SEND SECURE MAIL
NUMBER OF PAGES:
```

12. For an automatic page count, press [Enter].

*Note: If desired, use the keypad to enter the exact number of pages in your document, including the cover page, before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```
SEND SECURE MAIL
ENTER FAX NUMBER
```

13. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number.

```
SEND SECURE MAIL
555-4545
```

(continued)

14. When the telephone number is entered, press [Enter].

```
SEND SECURE MAIL
START TIME:    15:00
```

15. If you do not want a specific start time, press [Enter].

If you want a specific start time, enter the desired time in 24 hour format.

- Enter the hour and press [Enter].
- Enter the desired minutes and press [Enter].

```
SEND SECURE MAIL
COMPLETED
```

### To program keys (P1-P6) for polling/delayed polling

*Note: Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of delayed polling, see section 5, Receiving.*

8. Press [Enter] to select DELAYED POLLING.

```
DELAYED POLLING
ENTER FAX NUMBER
```

9. Enter the telephone number of the remote terminal using the terminal keypad, one touch or speed dial keys. Press [Clear] to erase a character.

```
DELAYED POLLING
555-4545
```

10. When the telephone numbers are entered, press [Enter].

```
DELAYED POLLING
START TIME:    15:00
```

11. If you do not want a specific start time, press [Enter].

If you want a specific start time, enter the desired time in 24 hour format.

- Enter the hour and press [Enter].
- Enter the desired minutes and press [Enter].

```
DELAYED POLLING
COMPLETED
```

## To program keys (P1-P6) for multi-polling

*Note: Steps 1 through 7 appear on pages 2-10 and 2-11. For an explanation of multi-polling, see section 5, Receiving.*

8. Press [Enter].

```
MULTI-POLLING
ENTER FAX NUMBER
```

9. Enter the telephone numbers of the polling locations.

- Enter up to five one touch, speed dial or group numbers.
- To enter a group number, press the pound [#] key and enter the group number.
- Press [Menu] between numbers.
- In the example below, one touch key 1, group 3 and speed dial number 25 are entered.

```
MULTI-POLLING
[01], G3, (25)
```

10. When the telephone numbers are entered, press [Enter].

```
MULTI-POLLING
START TIME:      15:00
```

11. If you do not want a specific start time, press [Enter].

If you want a specific start time, enter the desired time in 24 hour format.

- Enter the hour and press [Enter].
- Enter the desired minutes and press [Enter].

```
MULTI-POLLING
COMPLETED
```

## Dialling methods

There are several methods for dialling telephone numbers to complete a facsimile transmission or have voice contact. These methods are one touch dialling, speed dialling, redialling and manual dialling using voice request.<sup>1</sup>

- Automatic dial from the terminal - Use the terminal keypad to dial the telephone number and press [Start].
- Manual dial from the handset - Use the handset keypad to dial the telephone number and press [Start].
- One touch dial - Use the one touch keys on the control panel to dial any one of the telephone numbers stored in the one touch directory.
- Speed dial - Press [Speed Dial]. Enter the two digit speed dial number and press [Start].
- Automatic redial - If the remote terminal is busy, the terminal will automatically redial the telephone number if the remote terminal was dialled using manual dial, one touch or speed dial. The display will flash the following:

DELAY START PENDING

- Last number redial - Press [Redial] and [Start] on the control panel to redial the last automatically dialled number.
- In addition to numbers, the following special dialling characters can be entered in the telephone number.

KEY	DISPLAY	PURPOSE
[Pause]	—/	Inserts a pause.
[—] (once)	—	Inserts a hyphen for legibility.
[—] (twice)	!	Instructs the terminal to wait for a dial tone, when dialling out through a PBX system, for example.
[Tone]	—!	Changes the dialling system from pulse to tone. This is useful for accessing voice mail or similar touch tone activated systems from a terminal connected to a pulse dial line.

1. See Delayed Group Send or Relay Send for transmissions to group numbers.

### **To manually dial for voice contact**

---

1. Lift the handset, wait for a dial tone and enter the telephone number or press [Voice Request] and use the keypad to enter the telephone number.
2. Once voice contact has been established, a facsimile transmission can still be started. Refer to Sending or Receiving sections.

### **To dial using one touch numbers**

---

**To dial one touch numbers 01-24 :**

Press the one touch key [01] -[24] programmed for the remote facsimile.

**To dial one touch numbers P1-P6:**

Load originals, press [Pause], and press the desired [P1] - [P6] key programmed for the remote facsimile.

**To dial program one touch numbers P1-P6:**

Load originals and press the desired program one touch key, P1-P6, programmed for the remote facsimile.<sup>1</sup>

During transmission, the display shows remote terminal name or ID (telephone number) on the first line and the specified/actual transmission mode on the second line.

See Dial Directory for establishing the directory and assigning numbers to the one touch keys.

*Note: If one touch numbers P1-P6 are programmed for both one touch and programmable one touch functions, the one touch will have priority dialling in all sending and polling features in the Send Options<sup>2</sup> and Polling Options menus.*

### **To dial using speed dial numbers**

---

Press [Speed Dial] followed by the two digit speed dial number programmed for the remote facsimile and [Start].

During transmission, the display shows remote terminal name or ID (telephone number) on the first line and the specified/actual transmission mode on the second line. See Dial Directory for establishing the directory and assigning numbers to the speed dial keys.

1. The numbers entered in these keys cannot be used in the Sending and Polling features in the Send Options<sup>2</sup> and Polling Options menus.

## Automatic redial

---

Redialling occurs automatically if the remote terminal is busy. The terminal will hang up, wait for the specified dialling interval and the display will flash the following:

DELAY START PENDING

If, after the specified number of redial attempts the terminal fails to connect, the terminal will return to the idle mode.

Refer to SET NUMBER OF REDIALS to select how many times the terminal will redial a busy number and REDIAL INTERVAL to select the amount of time between each attempt.

This redial feature is not available for transmissions if the remote terminal is dialled manually using voice request or telephone handset.

## To dial using last number redial

---

1. Press [Redial] on the control panel to redial the last automatically dialled number.
2. Press [Start] to begin the operation.

**DIALING**

---

**Notes**

---



---

## Selecting contrast and resolution

---

The terminal has five resolution and three contrast settings. Press **[Resolution]** and **[Original]** to cycle through the available resolution and contrast settings to select the appropriate setting for your original.

The settings will return to the default settings after the operation. The default setting for resolution is Standard. The default setting for contrast is Normal.

Refer to the Custom Features and Settings section for instructions to change the resolution and contrast default settings.

### Resolution settings

---

Press **[Resolution]** to select the appropriate setting for your original.

- **Standard** - Select Standard when sending originals with normal detail size print.
- **Fine** - Select Fine when sending originals with fine detail such as small print.
- **Super Fine** - Select Super Fine when sending originals with small detail with complex images.
- **Halftone** - Select Halftone when scanning pictures or other originals with intermediate shades of gray.
- **G2** - Select G2 when sending in Group 2 mode.

### Contrast settings

---

Press **[Original]** to select the appropriate setting for your original.

- **Normal**: Select Normal when scanning originals with normal contrast.
- **Dark**: Select Dark when scanning originals with faint characters.
- **Light**: Select Light when scanning originals with colored backgrounds.

---

## Sending a document

---

The terminal will send documents when placed printed side down in the ADF. Up to 30 sheets of normal weight originals can be loaded in the ADF at one time. You should manually assist any long documents to ensure proper feeding.

### To send a document

---

1. Load the originals in the ADF with the printed side down. Adjust the document guides to the width of the originals.
2. Press [Select] to select the resolution. Press [Original] to select the contrast setting.

DIAL/PRESS COPY
STD                  NORM

3. Use the terminal keypad, speed dial or one touch to enter the telephone number for the remote fax. If you enter a number by mistake, press [Clear] and reenter the number.

DIAL/PRESS COPY
555-9090

4. Press [Start], if needed. The terminal will begin dialling and send the document. Hang up the handset, if used.

TRANSMIT
STD                  NORM

*Note: During the transmission, the remote terminal name or ID will display on the first line and the transmission mode will display on the second line.*

## Secure send mode

The Secure send feature has two selections: OFF or ON.

When ON is selected, originals will only be sent to a G3 terminal with an identification number that matches the last four digits of the number dialled. If the number does not match the number you dialled, the transmission will be canceled.

When OFF is selected, all send operations will transmit normally.

To transmit originals in the secure send mode, the remote terminal must be dialled using the terminal keypad, one touch or speed dial.

The secure send feature deactivates after each transmission.

### To set secure send mode (Menu 01, Feature 2)

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [Enter]

```
1. LONG ORIGINAL MODE
1-3      SELECT/ENTER
```

3. Press [2].

```
2. SECURE SEND MODE
1-3      SELECT/ENTER
```

4. Press [Enter].

```
SECURE SEND:      OFF
                  SELECT/ENTER
```

5. Press [Select] to select ON or OFF.

```
SECURE SEND:      ON
                  SELECT/ENTER
```

6. Press [Enter].<sup>1</sup>

```
SECURE SEND MODE
COMPLETED
```

7. Refer to the desired send procedure.

1. The 7024 does not transmit secure originals to a G2 terminal.

## Delayed send

This feature allows the terminal to be set up for a delayed send operation up to one month in advance. The terminal can store up to five delayed dialling jobs at one time. Only one delayed group send or multi-polling job can be included in the five jobs. This function may be useful for transmitting documents when lower telephone rates apply.

Delay Start Pending will display when the terminal is waiting to perform a delayed operation or redial a busy number.

### To set delayed send (Menu 02, Feature 1)<sup>1</sup>

1. Load the original in the ADF with the printed side down. Press **[Select]** to select the resolution. Press **[Original]** to select the contrast, if desired.

```
DIAL/PRESS COPY
      STD      NORM
```

2. Press **[Menu]** to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

3. Press **[0]**, **[2]** to select menu 2.

```
2.SEND OPTIONS2
01-10      SELECT/ENTER
```

4. Press **[Enter]** to select delayed send.

```
1.DELAYED SEND
1-4        SELECT/ENTER
```

5. Press **[Enter]**.

```
ENTER=USE MEMORY
      SELECT/ENTER
```

6. If you want the transmission to be from memory, press **[Enter]**. Transmitting from memory leaves the ADF free for other transmissions.

If you want the transmission to be from the ADF, press **[Select]**. A delayed send job from the ADF ties up the ADF until the operation is completed and will be canceled if the original is removed from the ADF.

```
DELAYED SEND
NUMBER OF PAGES:
```

1. The original(s) must be loaded in the ADF to access this feature.

7. For an automatic page count, press [Enter].

*Note: If desired, use the terminal keypad to enter the exact number of pages in your document, including the cover page before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```

DELAIED SEND
ENTER FAX NUMBER

```

8. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number.

```

DELAIED SEND
[03], (01)

```

9. When the telephone number is entered, press [Enter].

```

DELAIED SEND
ENTER DAY: 02, 14:50

```

10. If you want the operation to start immediately, press [Enter].

If you want a specific start date and time, enter using the terminal keypad.

- Enter the desired date and press [Enter].
- Enter the hour, in 24 hour format, and press [Enter].
- Enter the desired minutes and press [Enter].

```

DELAIED SEND
COMPLETED

```

*Note: If you requested transmission from memory, the terminal will scan the document into memory. If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Any partial page will be deleted. Press [Clear] to delete all stored originals. Failure to respond within one minute results in the cancellation of the job and an error message report will be printed.*

*If a specific time was entered, the display will flash DELAY START PENDING.*

## Group send/delayed group send (Ad Hoc)

The delayed group send feature automatically sends documents from memory to multiple locations (up to 85.) Only one group send job can be setup.

Delayed group send can be started immediately or delayed for up to one month to take advantage of lower telephone rates.

The terminal can transmit originals scanned into memory to G3 terminals only.

### To set group send/delayed group send (Menu 02, Feature 2)<sup>1</sup>

1. Load the originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.

```
DIAL/PRESS COPY
      STD   NORM
```

2. Press [Menu].

```
1. SEND OPTIONS1
01-10   SELECT/ENTER
```

3. Press [0], [2].

```
2. SEND OPTIONS2
01-10   SELECT/ENTER
```

4. Press [Enter].

```
1. DELAYED SEND
1-4     SELECT/ENTER
```

5. Press [2].

```
2. DELAYED GROUP SEND
1-4     SELECT/ENTER
```

6. Press [Enter].

```
DELAYED GROUP SEND
NUMBER OF PAGES:
```

1. The original(s) must be loaded in the ADF to access this feature.

7. For an automatic page count, press [Enter].

**Note:** If desired, use the terminal keypad to enter the exact number of pages in your document, including the cover page before pressing [Enter]. The terminal compares this number to the number of pages transmitted.

```

DELATED SEND
ENTER FAX NUMBER

```

8. Enter the numbers for the delayed group send. Up to five one-touch, speed dial or group numbers can be entered. To enter a group number, press the pound (#) key and the group number (1-5.) Press [Menu] to separate the numbers with a comma. In the example below, one-touch key 1, group 3 and speed dial number 25 are entered.

```

DELATED GROUP SEND
[01], G3, (25)

```

9. When the telephone numbers are entered, press [Enter].

```

DELATED GROUP SEND
ENTER DAY: 10, 14:55

```

10. If you want the operation to start immediately, press [Enter].  
If you want a specific start date and time, enter using the terminal keypad.
- Enter the desired date and press [Enter].
  - Enter the hour, in 24 hour format, and press [Enter].
  - Enter the desired minutes and press [Enter].

```

DELATED GROUP SEND
COMPLETED

```

**Note:** If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Any partial page will be deleted. Press [Clear] to delete all stored originals. Failure to respond within one minute results in cancellation of the entire job and an error message report will be printed.

If a specific time was entered, the display will flash DELAY START PENDING.

---

## Send secure mail

---

This feature allows you to send a confidential document to a specific person. The document is protected with a mailbox number that you and the recipient must agree on. The remote terminal stores the document in memory and prints out a message to advise the recipient that the document has arrived. The recipient must enter the correct mailbox number to print the document.

The 3010 Xerox Digital/Copier, 7032 and the 7033 Facsimile Terminal support this feature.

### To set send secure mail (Menu 02, Feature 4)<sup>1</sup>

---

1. Load originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast.

DIAL/PRESS COPY	
STD	NORM

2. Press [Menu].

1.SEND OPTIONS1	
01-10	SELECT/ENTER

3. Press [0], [2] to select menu 2.

2.SEND OPTIONS2	
01-10	SELECT/ENTER

4. Press [Enter].

1.DELAYED SEND	
1-4	SELECT/ENTER

5. Press [4].

4.SEND SECURE MAIL	
1-4	SELECT/ENTER

6. Press [Enter].

ENTER=USE MEMORY	
SELECT/ENTER	

7. If you want to transmit the document from memory, press [Enter].

If you want to transmit the document from the ADF, press [Select].

SEND SECURE MAIL	
MAILBOX NUMBER:	

1. The original(s) must be loaded in the ADF to access this feature.



8. Use the terminal keypad to enter the two digit mail box number for the remote terminal and press [Enter].

```
SEND SECURE MAIL
PASSWORD:
```

9. The password is not necessary for a secure mail transaction.
- If no password is desired, press [Enter].
  - If a password is desired, use the terminal keypad to enter the four digit password of the remote terminal mailbox and press [Enter].

```
SEND SECURE MAIL
NUMBER OF PAGES:
```

10. For an automatic page count, press [Enter].

*Note: If desired, use the terminal keypad to enter the exact number of pages in your document, including the cover page before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```
SEND SECURE MAIL
ENTER FAX NUMBER
```

11. Use the terminal keypad, one-touch key or speed dial key to enter the telephone number. Press [Clear] to erase a character.

```
SEND SECURE MAIL
555-4545
```

12. When the telephone number is entered, press [Enter].

```
SEND SECURE MAIL
ENTER DAY: 01,14:55
```

13. If you want the operation to start immediately, press [Enter].  
If you want a specific start date and time, enter using the terminal keypad.

- Enter the desired date and press [Enter].
- Enter the hour, in 24 hour format, and press [Enter].
- Enter the desired minutes and press [Enter].

```
SEND SECURE MAIL
COMPLETED
```

*Note: If you requested transmission from memory, the terminal will scan the document into memory. If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Any partial page will be deleted. Press [Clear] to delete all stored originals. Failure to respond within one minute results in the cancellation of the job and an error message report will be printed.*

*If a specific time was entered, the display will flash DELAY START PENDING.*

## Relay send

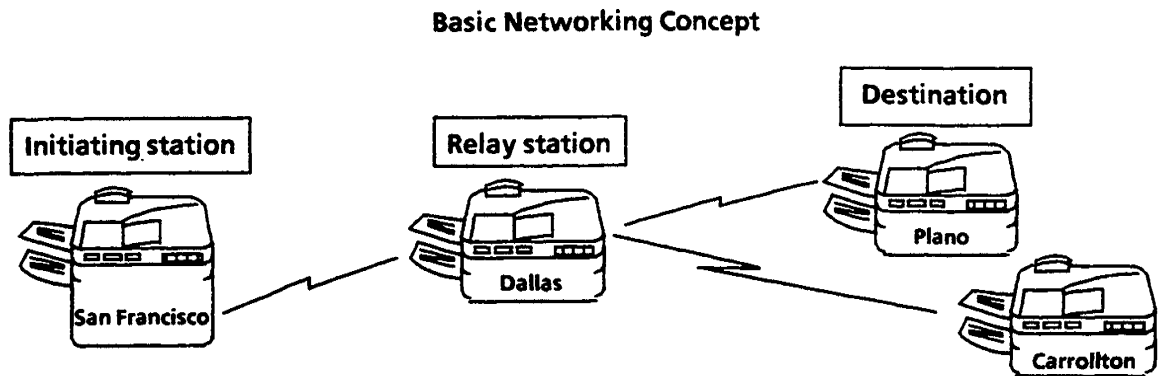
This feature allows your terminal to function as an initiating station for a relay send transmission.

Relay send allows your terminal to send a document to a Xerox compatible relay station which can resend that document to one or more remote terminals. This allows faster distribution to multiple terminals at lower telephone rates. For example, the initiating terminal calls the relay station one time at the long distance rate, and the relay station then calls the destination stations at the local rates.

Using the relay send feature requires careful coordination between the relay station and the initiating station. The relay station must first set up the destination dial directory numbers for the initiating station.

The relay station must also provide you with a password.

This feature can be programmed to delay transmission up to one month from the current date.



### To set relay send (Menu 02, Feature 3)<sup>1</sup>

1. Load the originals with the printed side down. Press [Select] to select the transmission resolution. Press [Original] to select the contrast, if desired.

DIAL/PRESS COPY
STD                  NORM

1. The original(s) must be loaded in the ADF to access this feature.

2. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
1-10      SELECT/ENTER
```

3. Press [0], [2] to select Menu 02.

```
2.SEND OPTIONS2
1-10      SELECT/ENTER
```

4. Press [Enter] to select the first feature within the menu.

```
1.DELAYED SEND
1-4       SELECT/ENTER
```

5. Press [3] to select relay send.

```
3.RELAY SEND
1-4       SELECT/ENTER
```

6. Press [Enter].

```
ENTER=USE MEMORY
          SELECT/ENTER
```

7. If you want to transmit the relay send from memory, press [Enter].

If you want to transmit the document from the ADF, press [Select].

```
RELAY SEND
PASSWORD:
```

8. Use the terminal keypad to enter your two digit password obtained from the relay station.

```
RELAY SEND
PASSWORD:  10
```

9. Press [Enter].

```
ENTER=COPY TO RELAY
          SELECT/ENTER
```

10. Press [Enter] to request a printout at the relay station or [Select] to suppress the printout.

```
RELAY SEND  
TERM. :
```

11. Use the numeric keypad to enter the two digit group number(s) already programmed at the remote relay station. The relay station will retransmit your document to these groups. Up to five groups can be entered. Press [Menu] after entering each number.

```
RELAY SEND  
TERM. : 1
```

12. When all the destination group numbers have been entered, press [Enter].

```
RELAY SEND  
NUMBER OF PAGES:
```

13. For an automatic page count, press [Enter].

*Note: If desired, use the terminal keypad to enter the exact number of pages in your document, including the cover page before pressing [Enter]. The terminal compares this number to the number of pages transmitted.*

```
RELAY SEND  
ENTER FAX NUMBER
```

14. Enter the relay station telephone number using the terminal keypad, one touch or speed dial. Press [Clear] to erase a character.

```
RELAY SEND  
555-4545
```

15. When the telephone number is entered, press [Enter].

```
RELAY SEND  
ENTER DAY 12, 10:00
```

(continued)

16. If you want the operation to start immediately, press [Enter].
- If you want a specific start date and time, enter using the terminal keypad.
- Enter the desired date and press [Enter].
  - Enter the hour, in 24 hour format, and press [Enter].
  - Enter the desired minutes and press [Enter].

RELAY SEND COMPLETED
-------------------------

**Note:** *If you requested transmission from memory, the terminal will scan the document into memory. If you reach a memory full condition, press [Enter] within one minute to store all scanned originals. Any partial page will be deleted. Press [Clear] to delete all the stored originals. Failure to respond within one minute results in the cancellation of the job and an error message report will be printed.*

*If a specific time was entered, the display will flash DELAY START PENDING.*

---

## Job reserved

---

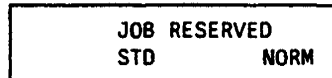
Job reserve allows you to program the terminal to perform a subsequent job while the terminal is currently in operation. The job will automatically execute once the current job completes. The following restrictions apply when setting up the reserved job.

- You must dial the remote terminal with a one touch key.
- There can only be one send job.
- The reserve job must use the default settings.

### To set job reserve

---

1. Load the originals face down.
2. Press the one touch key for the remote terminal.



*Note: To cancel a job reserve, remove the originals from the ADF or press [Stop].*

---

## Forced 4800

---

This feature will force any transmission to occur at 4800 Bits Per Second (BPS) and is used when the remote fax terminal or telecommunication lines require a slower transmission speed.

When OFF is selected, the terminal will attempt the transmission at 9600 and, if needed, switch the transmission to a slower rate.

This feature deactivates after each transmission.

### To set forced 4800 (Menu 01, Feature 3)

---

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [Enter] to select the first feature within the menu.

```
1.LONG ORIGINAL MODE
1-3        SELECT/ENTER
```

3. Press [3] to select forced 4800.

```
FORCED 4800 MODE
1-3        SELECT/ENTER
```

4. Press [Enter].

```
FORCED 4800:      OFF
                  SELECT/ENTER
```

5. Press [Select] to select OFF or ON.

```
FORCED 4800:      OFF
                  SELECT/ENTER
```

6. Press [Enter].

```
FORCED 4800 MODE
COMPLETED
```

7. Refer to the desired send feature.

---

## Voice Request

---

The voice request feature allows you to send a voice request tone to a remote operator. You can also be signaled by the remote operator if that person wants to establish voice contact.

Both users must perform the appropriate actions to establish voice request. If either user fails to answer when the voice request sounds, the call will disconnect.

### To signal a voice request

---

1. Press **[Voice Request]** during the operation.

VOICE REQUEST
STD                      NORM

2. When the remote operator responds, your terminal will emit a voice request tone.
3. Lift the handset and press **[Voice Request]** to switch the line over to the handset.
4. Talk to the remote operator and then replace the handset.

### To answer a voice request

---

1. Your terminal will emit a voice request tone.
2. To answer the voice request, lift the handset and press **[Voice Request]** to switch the line over to the handset.

VOICE REQUEST
STD                      NORM

3. Talk to the remote operator and then replace the handset.



---

## Long original

---

The long original option enables documents longer than 35.4 inches (900mm) to be scanned and transmitted.

There are two options available on the terminal: ON and OFF.

If ON is selected, the length of the document to be scanned can be unlimited length.

If OFF is selected, the length is limited to 35.4 inches.

The long original feature automatically deactivates after the transmission.

### To set long original (Menu 01, Feature 1)

---

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [Enter] to select long original.

```
1.LONG ORIGINAL MODE
1-3        SELECT/ENTER
```

3. Press [Enter].

```
LONG ORIGINAL:  OFF
                SELECT/ENTER
```

4. Press [Select] to select ON or OFF.

```
LONG ORIGINAL:  ON
                SELECT/ENTER
```

5. Press [Enter] when the desired setting is displayed.

```
LONG ORIGINAL MODE
COMPLETED
```

6. Refer to the desired send procedure.

---

## Store for polling

---

This feature enables your terminal to perform a send operation when initiated (polled) by a remote terminal. Polling mode must be set to FREE or SECURE in the Set Polled Mode for a polling operation. See Set Polled Mode in Custom Features and Settings.

If SECURE is selected in Set Polled Mode, polling operations are protected with a password. The password must match the last four digits of the remote terminal identification number.

A document can be stored in internal memory or placed in the ADF to be retrieved by a remote terminal. If the document is stored in memory, it can be printed for review at any time without erasing it from memory. See Print Polling Doc. The terminal also includes a command to delete a document stored in memory for polling. See Erase Polling Doc.

### To set store for polling (Menu 03, Features 3, 1)

---

1. Load the originals in the ADF with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.
2. Press [Menu].

1.SEND OPTIONS1 01-10      SELECT/ENTER
--

3. Press [0], [3].

3.POLLING OPTIONS 01-10      SELECT/ENTER
--

4. Press [Enter].

1.DELAYED POLLING 1-3      SELECT/ENTER
--

5. Press [3].

3.STORE FOR POLLING 1-3      SELECT/ENTER
--

6. Press [Enter].

1.STORE FOR POLLING 1-3      SELECT/ENTER
--

## 7. Press [Enter].

```

ENTER=USE MEMORY
      SELECT/ENTER

```

8. If you want to store the polling document in memory, press [Enter]. Storing the document in memory leaves the ADF free for other uses.

If you want to leave the original to be polled in the ADF, press [Select]. Polling from the ADF ties up the ADF until the document is retrieved by a remote terminal.

```

STORE FOR POLLING
NUMBER OF PAGES:

```

9. For an automatic page count, press [Enter].

*Note: If desired, use the terminal keypad to enter the exact number of pages, including the cover page, in your document and press [Enter]. The terminal compares this number with the number of transmitted pages.*

```

STORE FOR POLLING
      COMPLETED

```

*Note: If you stored the document in memory, your terminal will scan the document. POLL will display until the polling document has been retrieved.*

*If you reach a memory full condition, an alarm will sound and a memory full message will be displayed. Press [Enter] within one minute to store all scanned originals. Press [Clear] to delete all stored originals. Failure to press [Enter] within one minute results in the cancellation of the job and an error message report will be printed.*

*If you left the document in the ADF, your terminal can receive fax messages as usual and complete delayed commands already in memory, but cannot be used to scan or copy a document until the polling document has been retrieved.*

## Cancel and interrupt procedures

The interrupt mode allows you to interrupt a delayed group send, multi-polling or other operation. You can then perform a basic send operation or set up another job.

The previous operation will resume at the point it was interrupted when the second job is completed.

### To interrupt a job

1. During operation, press [Speed Dial] to request an interrupt.
2. The terminal will complete the current operation and sound a 10 second alarm.



3. Set up the second job. When the terminal has completed your second job, the previous job will resume at the point it was interrupted.

*Note: The interrupt feature does not allow other group send or multi-polling operations. The new job must be entered within one minute or the terminal will resume the first job automatically and ignore the interrupt request.*

### To cancel a job

Canceling operations differ for each operation or status of the terminal. Follow the procedures below to cancel a job.

Status of the terminal		Keys to press to cancel a job
On line	When communicating with one remote terminal	<input type="button" value="Stop"/>
	Delayed group send Multi -polling	<input type="button" value="Speed Dial"/> → <input type="button" value="Stop"/> → <input type="button" value="Erase the pending jobs in memory"/> → <input type="button" value="Menu"/> [0] [8] <input type="button" value="Enter"/> [3] <input type="button" value="Clear"/>
Waiting for a delayed send or the next redial attempt	When the original is loaded in the ADF	<input type="button" value="Stop"/>
	When no original is loaded in the ADF • Pending jobs are stored in memory	<input type="button" value="Erase the pending jobs in memory"/> → <input type="button" value="To identify job number: Print Job List"/> → <input type="button" value="Menu"/> [0] [8] <input type="button" value="Enter"/> [3] <input type="button" value="Clear"/>

**On line when sending to one remote**

1. Press [Stop].

**On line when sending to multiple remote terminals (delayed group send, multi-polling)**

1. Press [Speed Dial] and [Stop].
2. Erase the pending job in memory. [Menu], [0], [8], [Enter], [3], [Clear]. See Erase Pending Job.

*Note: If you press only the Stop key when sending to multiple remote terminals, the current job will be stopped but the terminal will start transmission to the next terminal.*

**Waiting when the original is in the ADF (waiting for a delayed send or redial) :**

1. Press [Stop] or remove the original from the ADF.

**Waiting when no originals are in the ADF (pending jobs are stored in memory)**

1. Print out the pending job list to determine the job number. [Menu], [0], [8], [Enter], [Start]. See Print Pending Job.
2. Erase the pending job in memory. [Menu], [0], [8], [Enter], [3], [Clear]. See Erase Pending Job.

### **Erase Pending job (Menu 08, Feature 3)**

This feature allows you to erase a pending job stored in memory. You create a pending job when you program an operation to take place at a later time.<sup>1</sup> Print out the Pending Job List to determine the job number you want to erase.

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [8] to select menu 8.

```
8. PENDING JOBS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1. PENDING JOB LIST
1-3        SELECT/START
```

4. Press [3] to select erase pending job.

```
3. ERASE PENDING JOB
1-3        SELECT/CLEAR
```

5. Press [Clear].

```
ERASE PENDING JOB
JOB NUMBER:
```

1. See Erase Polling Document to delete a job stored for polling.

6. Use the numeric keypad to enter the job number to be erased.

```
ERASE PENDING JOB
JOB NUMBER:      1
```

7. Press [Enter]. The pending job will be erased.

### **Pending job list (Menu 08, Feature 1)**

This feature prints out a list of jobs currently waiting in memory. The pending job list contains the pending job number, remote station, start day, time and notes.

Redial jobs from the ADF will be shown as job 0. To delete job, remove original from the ADF.

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [8] to select menu 8.

```
8.PENDING JOBS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.PENDING JOB LIST
1-3        SELECT/START
```

4. Press [Start] to begin printing the report.

```
PENDING JOB LIST
PRINTING
```

## Erase polling document (Menu 03, Features 3, 2)

This feature allows you to erase a polling document stored in memory.

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [3].

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

4. Press [3].

```
3.STORE FOR POLLING
1-3        SELECT/ENTER
```

5. Press [Enter].

```
1.STORE FOR POLLING
1-3        SELECT/ENTER
```

6. Press [2].

```
2.ERASE POLLING DOC.
1-3        SELECT/CLEAR
```

7. Press [Clear] to erase the document in memory.

```
ERASE POLLING DOC.
ERASED
```

**SENDING**

---

**Notes**

---



## Copying a document

The terminal can be used as a copier to make single or multiple full size or reduced copies. The originals are scanned and the information is stored in memory during the multiple copy operation.

The selections for the reduction rates are: AUTO, 100%, 97%, 91%, 81% or 75%. The default selection for a single copy is 84%. The default selection for multiple copies is AUTO. IF AUTO is selected, the terminal will attempt to reduce the original to fit on one page. If the original does not fit on one page using the maximum rate, the originals will be printed at 100% on multiple pages.

Press [Stop] to cancel the copy operation.

### To copy a document

The originals are loaded in the ADF with the printed side down. You should determine if the document(s) have any special contrast or resolution requirements.

The [Resolution] button is used to cycle the display through the available options and select the resolution most appropriate for the contents of the original. The default is Fine.

Selection	Originals
Standard	Originals with normal size print
Fine	Originals with small print or other fine detail
Super Fine	Originals with extremely fine detail
Halftone	Originals containing photographs
G2	Not operational in copy mode.

The [Original] button is used to cycle the display through the available options and select the contrast most appropriate for the original. The default is Normal.

Selection	Originals
Normal	Originals with normal contrast
Dark	Originals with faint characters
Light	Originals with colored backgrounds

### One copy (No reduction)

---

1. Load the originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.
2. Press [Copy] and [Start].

COPYING

### Copies (Auto reduction)

---

1. Load the originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.
2. Press [Copy].

ENTER # OF COPIES  
ENTER/START

3. Use the keypad to enter the number of copies.

ENTER # OF COPIES  
1 ENTER/START

4. Press [Start].

COPYING

## Copies (Selected reduction)

1. Load the originals with the printed side down. Press [Select] to select the resolution. Press [Original] to select the contrast, if desired.
2. Press [Copy].

ENTER # OF COPIES  
ENTER/START

3. Use the keypad to enter the number of copies.

ENTER # OF COPIES  
1 ENTER/START

4. To select the reduction rate, press [Enter].

REDUCTION RATE: AUTO  
SELECT/START

5. Press [Select] to cycle through the available reduction rates: AUTO, 100%, 97%, 91%, 81% or 75%.

REDUCTION RATE: AUTO  
(01) SELECT/START

6. When the desired rate is displayed, press [Start].

COPYING

*Note: If the memory overflows, an alarm will sound and a message will be displayed.*

- *Pressing [Enter] will store the originals scanned before the memory overflowed.*
- *Pressing [Clear] or [Stop] will delete all the stored originals.*
- *Doing nothing for one minute will store the originals scanned before the memory overflowed and begin copying. Any partial page will be deleted.*

---

## Copy protect

---

This feature allows you to specify whether or not the terminal is to be available as a copier.

If ON is selected, the terminal can not be used as a copier.

If OFF is selected, the terminal can be used as a copier.

### To set copy protect (Menu 09, Feature 16)

---

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9].

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [6].

```
16.SET COPY PROTECT
01-21      SELECT/ENTER
```

5. Press [Enter].

```
COPY PROTECT:  OFF
                SELECT/ENTER
```

6. Press [Select] to select the ON or OFF setting.

```
COPY PROTECT:  OFF
                SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
SET COPY PROTECT
COMPLETED
```

---

## Receiving a document

---

The terminal should have a supply of paper before receiving documents from other facsimile terminals. Reference Answering Modes in Section 1, Preparing the machine for operation, for a description of each of the answering modes.

The terminal will automatically receive the documents into memory if supplies run out or a paper jam occurs. See Memory. Under other conditions, the document will first be received to memory and printed automatically.

Voice request can be used to notify the remote user that voice contact is desired after the transmission.

---

### To manually receive a document

---

1. Press [Manual Receive] until the LED is on and remove any originals from the ADF.

LOAD ORIGINALS  
SEP 30 '91 10:55

2. When the telephone rings, lift the handset. If documents are in the ADF, remove them.

TELEPHONE

3. Press the [Start] key when you hear the fax tones indicating the remote terminal is ready to send and hang up the handset.

RECEIVE          STD

4. The terminal will receive and print the incoming document.

---

### To automatically receive a document

---

1. Press [Manual Receive] until the LED goes out and following displays:

LOAD ORIGINALS  
SEP 30 '91 10:55

- The terminal will automatically answer the telephone after the specified number of rings. See Number of Rings.

INCOMING CALL
---------------

RECEIVE	STD
---------	-----

- The terminal will receive and print the incoming document.

### Receive to memory

---

The terminal automatically receives and stores documents into memory when the terminal is out of supplies or when a paper jam occurs. The following displays during the receive operation if terminals are not communicating in error correct mode.

RECEIVE	MEMORY	STD
---------	--------	-----

The following displays during the receive operation if terminals are communicating in error correct mode:

RECEIVE	ECM	STD
---------	-----	-----

The documents will print out from memory after the supplies have been replaced or the paper jam is cleared.

### To manually receive a document using a second telephone

---

The Set Second Telephone setting should be set to ON if a second telephone is connected to your terminal.

The terminal offers a switch back to fax feature if you answer the telephone with the second telephone handset. Pressing [6] two times on the second telephone handset within 12 seconds instructs the terminal to switch the call back to the terminal.

- When the telephone rings, lift the handset of the second telephone and listen for the fax tones from the remote terminal.

TELEPHONE
-----------

2. Press [6] two times on the second telephone to switch the call to the terminal. When you hear the fax tones, hang up the handset. The receive operation will begin.

RECEIVE	STD
---------	-----

*Note: If you press any key on the control panel of the terminal before pressing 6 two times, you cannot perform the remote receive operation.*

*The second telephone may not switch to the terminal depending on the situation of the telephone line or the type of second telephone you have.*

### To automatically receive a document using LOAD ORIG: (TEL) answer mode

When you have selected the LOAD ORIG: (TEL) mode and allow the terminal to answer incoming calls automatically, callers to your terminal will hear a recorded message:

*Hello. If you wish to send a fax, transmit now. If not, check the number and dial again. Thank you.*

If your terminal detects fax tones, the recorded message will not be played and the terminal will receive the incoming document.

While the message is being delivered, the handset on the terminal will ring softly, letting you know your terminal has answered the telephone line but has not yet attempted reception. You can pick up the handset at any time during the 10-second message to turn off the voice message and listen to the incoming call through the handset.

1. Remove any documents from the ADF and press [Manual Receive] until the following displays:

LOAD ORIG: (TEL) SEP 30'91 10:55
-------------------------------------

2. When your telephone rings, you can allow your terminal to answer automatically and receive the document;

INCOMING CALL
---------------

or you can answer the call manually for voice communication. If you hear fax tones, press [Start] and hang up the handset to begin the receive operation.

RECEIVE	STD
---------	-----

3. The terminal will receive and print the incoming document.

COMPLETED
-----------

## To automatically receive a document when an answering machine is connected **LOAD ORIG: (ANS)**

This setting instructs your terminal to allow the answering machine to answer all calls. You can also answer the calls manually using the terminal handset.

The terminal offers a setting to automatically switch the call from the answering machine to the terminal after 0-15 seconds. (See Set TAD Time.) If the line is quiet (caller does not speak) for the specified period of time, the call will be switched to the terminal.

1. Remove any documents from the ADF and press [Manual Receive] until the following displays:

LOAD ORIG: (ANS) SEP 30'91 8:00
------------------------------------

2. When the telephone rings, the answering machine will answer. At this time, your terminal will listen for fax tones and quiet time (0-15 seconds). If your terminal hears either, it will switch from the answering machine to your terminal and receive the document. If fax tones are not detected, the voice message will play. After the voice message completes, the remote operator can leave a voice message or press [Start] to begin the send operation.

If for some reason the answering machine does not answer, your fax will answer the telephone after 7 rings and automatically receive the document.

The following displays when the terminal receives a document:

INCOMING CALL
---------------

RECEIVE	STD
---------	-----

**Note:** If the remote operator leaves a message longer than 1 minute, your terminal will not switch from the answering machine to your fax.



## Polling/Delayed polling

Polling is a basic receive operation and allows you to initiate the sending of a remote document to your terminal up to one month in advance.

### To set polling/delayed polling (Menu 03, Feature 1)

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [3].

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

4. Press [Enter] to enter Delayed Polling.

```
DELAYED POLLING
ENTER FAX NUMBER
```

5. Dial the number of the remote terminal using manual dial, one touch dial, or speed dial. Press [Clear] to erase a character.

```
DELAYED POLLING
555-4545
```

6. When the telephone number is entered, press [Enter].

```
DELAYED POLLING
ENTER DAY:  12,14:55
```

7. If you want the operation to start immediately, press [Enter].  
If you want a specific start date and time, enter using the terminal keypad.
- Enter the desired date and press [Enter].
  - Enter the hour, in 24 hour format, and press [Enter].
  - Enter the desired minutes and press [Enter].

DELAYED POLLING  
COMPLETED

## Multi-polling

Multi-polling is used to sequentially poll up to 85 remote terminals. A terminal in a central sales office, for example, can be used to poll daily sales figures using the multi-polling feature.

### To set multi-polling (Menu 03, Feature 2)

1. Press [Menu].

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [3].

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

3. Press [Enter].

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

4. Press [2].

```
2.MULTI-POLLING
1-3        SELECT/ENTER
```

5. Press [Enter].

```
MULTI-POLLING
ENTER FAX NUMBER
```

6. Enter up to five one touch, speed dial or group numbers. To enter a group number, press the pound (#) key and enter the group number. Press [Menu] to separate the numbers with commas. In the example below, one touch key 1, group number 3 and speed dial number 25 are entered. Press [Clear] to erase a character.

```
MULTI-POLLING
[1],G3,(25)
```

7. When the telephone number is entered, press [Enter].

```
MULTI-POLLING
ENTER DAY  12, 10:00
```

8. If you want the operation to start immediately, press [Enter].  
If you want a specific start date and time, enter using the terminal keypad.
- Enter the desired date and press [Enter].
  - Enter the hour, in 24 hour format, and press [Enter].
  - Enter the desired minutes and press [Enter].

```
MULTI-POLLING
COMPLETED
```

## Activity report

The terminal stores in memory the most recent 25 transactions that have been transmitted and received. The listing can be printed automatically or any time you wish.

The header information on the report includes the local name, local ID and current date and time. Information on the report includes transmission mode, start day and time, duration of communication, number of pages sent, result and any error messages encountered.

A sample report and a description of the report follows the procedure for printing a report.

### To setup the activity report to print automatically (Menu 09, Feature 12)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select USER SETTINGS.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [2] to select ACTIVITY REPORT.

```
12.ACTIVITY REPORT
01-21      SELECT/ENTER
```

5. Press [Enter].

```
AUTOMATIC PRINT: ON
                  SELECT/ENTER
```

6. Press [Select] to select ON or OFF.

```
AUTOMATIC PRINT: ON
                  SELECT/ENTER
```

7. Press [Enter].

```
ACTIVITY REPORT
COMPLETED
```

**To print the activity report manually  
(Menu 07, Feature 1)**

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10      SELECT/ENTER
--

2. Press [0], [7] to select PRINT OPTIONS Menu.

7.PRINT REPORTS 01-10      SELECT/ENTER
--

3. Press [Enter] to select the first feature within the menu.

1.ACTIVITY REPORT 1-3          SELECT/START
--

4. Press [Start] to print the activity report.

ACTIVITY REPORT PRINTING
-----------------------------

ACTIVITY REPORT

ACTIVITY REPORT (SEND)

NO.	REMOTE STATION	MODE	START	DURATION	PAGES	RESULT	NOTE
001	254-1045	STD	12,14:07	00'05	00	T.1.4	STOP
002	ENGINEERING	FINE	05,12:05	00'24	01	T.1.1	SEND
003	254-0045	SFINE	06,01:18	02'34	02	OK	B.C.
004	423-1088	STD	06,20:23	01'20	01	OK	MANUAL
005	234-9045	STD	06,21:18	01'20	01	OK	B.C.

ACTIVITY REPORT (RECEIVE)

NO.	REMOTE STATION	MODE	START	DURATION	PAGES	RESULT	NOTE
001	293-1043	STD	07,11:18	02'34	04	OK	POLLING
002	250-2044	STD	07,15:18	02'34	04	OK	MULTI
003	242-1022	STD	07,15:21	02'34	00	R.1.2	POLLING
004	292-1044	SFINE	09,01:18	02'34	02	OK	MEMORY
005	ENGINEERING	STD	09,11:18	02'34	04	R.1.4	STOP

DESCRIPTION OF ACTIVITY REPORT

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Transaction counter for each day
REMOTE STATION	A name for the remote terminal, chosen from the following list (in decreasing order of precedence): <ul style="list-style-type: none"> <li>• Terminal name sent by the remote terminal</li> <li>• Terminal name defined on the One Touch Dial, Speed Dial, or Program One Touch Dial key on the local terminal</li> <li>• Terminal ID sent by the remote terminal (telephone number)</li> <li>• Telephone number dialled</li> <li>• G3, G2</li> </ul>
MODE	Resolution Only G3 or G2 will be recorded depending on the ability of the remote terminal.
START	Starting time for transmission
DURATION	Time elapsed between start and end of transmission
PAGES	Number of transmitted or received pages
RESULT	Status of transmission. OK: Indicates successful completion of operation. ERROR CODE: Indicates reason for failure. (See Problem Solving Section) * Indicates ECM is active.
NOTE	Comments on features used: <ul style="list-style-type: none"> <li>• RELAY BC: Relay send</li> <li>• B.C.: Broadcast send</li> <li>• TX SMAIL: Mailbox send</li> <li>• MANUAL: Manual operation</li> <li>• MEMORY: Receive to memory</li> <li>• POLLING: Polling operation</li> <li>• MULTI: Multi polling operation</li> <li>• STOP: Stop key pressed</li> <li>• SEND: Normal send operation</li> </ul>

## Options report

---

The options report shows how each menu function or feature is currently set. A sample report follows the procedure for printing a report.

### To print the options report (Menu 07, Feature 2)

---

1. Press [Menu] to select the menu table.

1.SEND OPTIONS 1 01-10            SELECT/ENTER
---

2. Press [0], [7] to select the PRINT OPTIONS Menu.

7.PRINT REPORTS 01-10            SELECT/ENTER
--

3. Press [Enter] to select the first feature within the menu.

1.ACTIVITY REPORT 1-3                SELECT/START
--

4. Press [2] to select OPTIONS REPORT.

2.OPTIONS REPORT 1-3                SELECT/START
---

5. Press [Start] to begin printing the report.

OPTIONS REPORT PRINTING
----------------------------



OPTIONS REPORT<sup>1</sup>

LOCAL NAME	ABC CORP.
LOCAL ID	345-9090
SET TAD TIME	00
SET POLLED MODE	FREE
SET PASSWORD	0000
SET AUTO RCV. TIME	00:00--00:00
SET CONFIRM REPORT	OFF
SET SCANNER WIDTH	ON
SET HALFTONE	PICTURE + TEXT
SET RES DEFAULT	STD
SET CONTRAST	NORM
SET TIME PAUSE	05
SET NUMBER RINGS	02
SET 2ND TELEPHONE	OFF
SET ANS. MACHINE	TEL2
ACTIVITY REPORT	ON
SET RCV. REDUCTION	AUTO
BLOCK JUNK FAX	OFF
SET ECM MODE	ON
SET COPY PROTECT	OFF
SET DIALLING TYPE	TONE
SET # OF REDIALS	02
REDIAL INTERVAL	03
SET BAUD RATE	2400BPS
SET PARITY	NONE
SET STOP BIT	1
SET CHAR LENGTH	8

1. The RS-232C settings (SET BAUD RATE, SET PARITY, SET STOP BIT AND SET CHAR LENGTH), will be printed if you have this option in your terminal.

## Dial directory report

---

This report includes the location ID, telephone number and group number for speed dial, one touch, and programmable one touch dial numbers. The header information contains the local name, local ID, and current date and time. A sample report follows the procedure for printing a report.

### To print the dial directory report (Menu 07, Feature 3)

---

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1
01-10      SELECT/ENTER

2. Press [0], [7] to select PRINT REPORTS Menu.

7.PRINT REPORTS
01-10      SELECT/ENTER

3. Press [Enter] to select the feature item in the menu.

1.ACTIVITY REPORT
1-3      SELECT/START

4. Press [3] to select DIAL DIRECTORY.

3.DIAL DIRECTORY
1-3      SELECT/START

5. Press [Start] to begin printing the report.

DIAL DIRECTORY
PRINTING

DIAL DIRECTORY REPORT

SPEED DIAL LIST

NO.	REMOTE NAME	TELEPHONE NUMBER	GROUP NUMBER
(01)	ABC CORP.	544-9090	1,2,3,4,5 S10 S00
(02)	ABC CORP.	9-/544-9090	S00

ONE TOUCH DIAL LIST

NO.	REMOTE NAME	TELEPHONE NUMBER	GROUP NUMBER
[01]	TERMINAL 1	544-8787	1,2,3,4,5 S10
[02]	TERMINAL 2	544-8765	S01

PROGRAMMABLE ONE TOUCH DIAL LIST

NO.	REMOTE NAME	TELEPHONE NUMBER	GROUP NUMBER
[P1]	ABC CORP.	544-9090	1,2,3,4,5 S10
[P2]	TERMINAL 2	544-8765	S01

PROGRAM MODE LIST

NO.	REMOTE STATION	START	NOTE
[P1]	[01] [02]	10:10	DELAYED SEND S111
[P2]	[01]	01:00	DELAYED SEND S111
[P3]	[01] (02)	10:10	SEND SECURE MAIL MAILBOX NUMBER 01 S010



DESCRIPTION OF DIAL DIRECTORY REPORT

Speed Dial (01-55), One Touch (01-24) and Program One Touch (P1-P6)

NO.: Dial directory number  
 REMOTE NAME: Remote terminal name  
 TELEPHONE NUMBER: Remote telephone number  
 GROUP NUMBER: Programmable group number (maximum 5 destinations)  
 S00: Functions  
 | \_\_\_\_\_ 1: Secure send Selection = ON  
 | \_\_\_\_\_ 1: Forced 4800 bps Selection = ON

Program Mode (P1-P6)

NO.: Dial directory number  
 REMOTE STATION: Remote station telephone number  
 START: Communication start time  
 NOTE: DELAYED SEND Single send  
 DELAYED GROUP SEND Broadcast transmission  
 SEND SECURE MAIL Secure mail transmission  
 MAILBOX NUMBER Mail box number (2 char.)  
 RELAY SEND Relay B.C.  
 TERM.: End station terminal (Max.5 destinations)  
 COPY TO RELAY Copy to relay station  
 DELAYED POLLING Single polling  
 MULTI-POLLING Multi-polling  
 S000: Functions (for transmission job only)  
 | | \_\_\_\_\_ 1: Long original Selection = ON  
 | \_\_\_\_\_ 1: Secure send Selection = ON  
 | \_\_\_\_\_ 1: Forced 4800bps Selection = ON

---

## Print pending job list

---

This feature prints out a list of currently pending jobs. The pending job list contains the pending job number, remote station, start day, time and notes.

Redial jobs from the ADF will be shown as job 0. To delete an ADF redial job, remove original from the ADF.

### To print the pending job list (Menu 08, Feature 1)

---

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [8] to select menu 8.

```
8.PENDING JOBS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.PENDING JOB LIST
1-3        SELECT/START
```

4. Press [Start] to begin printing the report.

```
PENDING JOB LIST
PRINTING
```

DESCRIPTION OF PENDING JOB LIST

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Job number
REMOTE STATION	Number of one touch dial, speed dial, programmable one touch dial or number entered from the keypad.
START	Starting time for the delayed operation or the redial operation
NOTE	DELAYED SEND                      Regular transmission DELAYED GROUP SEND            Broadcast transmission SEND SECURE MAIL                Secure mail MAILBOX NUMBER                 Mailbox number RELAY SEND                        Relay send TERM:                                Destination terminal COPY TO RELAY                    Relay printout DELAYED POLLING                Polling operation MULTI-POLLING                    Multi-polling operation

PENDING JOB LIST

NO.	REMOTE STATION	START	NOTE
1	[P1]	12,14:07	DELAYED SEND      S100
2	340-9898	06, 01:18	DELAYED POLLING

## Confirmation report

The confirmation report is a notification of the success of an operation. If set to ON, the report will print automatically after each successful operation.

The confirmation report will also print after pressing [Send Confirm] on the control panel.

### To print the confirmation report automatically (Menu 09, Feature 03)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [0], [3] to select SET CONFIRM REPORT.

```
3.SET CONFIRM REPORT
01-21      SELECT/ENTER
```

5. Press [Enter].

```
CONFIRM REPORT:  OFF
                  SELECT/ENTER
```

6. Press [Select] to select ON or OFF.

```
CONFIRM REPORT:  OFF
                  SELECT/ENTER
```

```
CONFIRM REPORT:  ON
                  SELECT/ENTER
```

7. Press [Enter] to record the desired setting.

```
SET CONFIRM REPORT
COMPLETED
```

**To print the confirmation report manually**

Press [Send Confirm] during the transmit operation. The report will print after the transmission.

DESCRIPTION OF CONFIRMATION REPORT

COLUMN TITLE	COLUMN DESCRIPTION
NO.	Message counter for the day of transmission.
RECEIVER	A name for the remote terminal, chosen from the following list (in decreasing order of precedence): <ul style="list-style-type: none"> <li>● Terminal name sent by the remote terminal.</li> <li>● Terminal name defined on the one touch dial, speed dial, or programmable one touch dial key on the local terminal.</li> <li>● Terminal ID sent by the remote terminal</li> <li>● Telephone number dialled</li> <li>● G3, G2</li> </ul>
TRANSMITTER	Local name or Local I.D.
DATE	Date and time transmission started
DURATION	Time elapsed between start and end of transmission
MODE	Resolution, G2 or G3
PAGES	Number of transmitted pages sent
RESULT	Status of transmission Code indicating result of transmission: OK: Indicates successful completion of operation.

CONFIRMATION REPORT

NO.	010
RECEIVER	TERM 1
TRANSMITTER	TERM 2
DATE	FEB 22,91 12:10
DURATION	00'34
MODE	STD
PAGES	01
RESULT	OK



## Error message report (Failure report)

When the terminal is unable to complete a transmission as requested, it automatically prints out this report to advise the operator as to the nature of the error and recommend a course of action. If the document was transmitted from memory, a partial page of the document will be added to the report.

The header contains the local name, local I.D. and current date and time.

### DESCRIPTION OF ERROR MESSAGE REPORT (FAILURE REPORT)

COLUMN TITLE	COLUMN DESCRIPTION
ERROR MESSAGE	One of three possible error messages: NO RESPONSE FROM REMOTE MACHINE, RESEND BAD PAGES SEE ERROR MESSAGES or PLEASE TRANSMIT AGAIN.
NO.	Message counter for each day.
REMOTE STATION	A name for the remote terminal, chosen from the following list (in decreasing order of precedence): <ul style="list-style-type: none"> <li>• Terminal name sent by the remote terminal</li> <li>• Terminal name defined on the one touch dial, speed dial or programmable one touch dial key on the local terminal.</li> <li>• Terminal ID sent by the remote terminal</li> <li>• Telephone number dialled</li> <li>• G3, G2</li> </ul>
MODE	Resolution Only G3 or G2 will be recorded depending on the ability of the remote terminal.
START	Date and time the activity started.
DURATION	Communication duration time.
PAGES	Number of pages transmitted or received.
RESULT	Code indicating result of transmission: NUMBER: Error code indicating reason for failure (See Problem Solving Section) *: ECM active
NOTE	RELAY BC Relay send B.C. Broadcast transmission TX SMAIL Secure send MANUAL Manual operation MEMORY Memory received POLLING Polling operation MULTI Multi-polling operation STOP Stop key is pressed. SEND Send operation

ERROR MESSAGE

JOB NUMBER: 1

PLEASE TRANSMIT AGAIN

NO.	REMOTE STATION	MODE	START	DURATION	PAGES	RESULT	NOTE
001	ABC CORP.	STD	12,14:07	05'06	01	T.4.1	SEND

## Error message report

The terminal automatically prints out this report when it encounters one of the following problems:

- Power is removed from the terminal. All jobs in memory to be transmitted or polled are erased.
- Memory fills while scanning a document if operator fails to respond.
- A job is pending.
- The document is removed from the tray while the terminal is waiting to redial.

One of the following messages will be printed on the report: THIS COMMAND WAS NOT STORED, MEMORY FULL WITH NO OPERATOR RESPONSE or THIS COMMAND WAS ERASED.

The header of the report contains the local name, local I.D. and current date and time.

### DESCRIPTION OF ERROR MESSAGE REPORT

COLUMN TITLE	COLUMN DESCRIPTION																
NO.	Job number																
REMOTE STATION	Number of the one touch dial, speed dial or programmable one touch dial key used or number entered from the keypad.																
START	Start time for the delayed send operation.																
NOTE	<table border="0"> <tr> <td>DELAYED SEND</td> <td>Regular transmission</td> </tr> <tr> <td>DELAYED GROUP SEND</td> <td>Broadcast transmission</td> </tr> <tr> <td>SEND SECURE MAIL</td> <td>Secure mail</td> </tr> <tr> <td>NUMBER</td> <td>Mailbox number</td> </tr> <tr> <td>RELAY SEND</td> <td>Relay send</td> </tr> <tr> <td>TERM:</td> <td>Destination terminal</td> </tr> <tr> <td>COPY TO RELAY</td> <td>Relay printout</td> </tr> <tr> <td>DELAYED POLLING</td> <td>Polled operation</td> </tr> </table>	DELAYED SEND	Regular transmission	DELAYED GROUP SEND	Broadcast transmission	SEND SECURE MAIL	Secure mail	NUMBER	Mailbox number	RELAY SEND	Relay send	TERM:	Destination terminal	COPY TO RELAY	Relay printout	DELAYED POLLING	Polled operation
DELAYED SEND	Regular transmission																
DELAYED GROUP SEND	Broadcast transmission																
SEND SECURE MAIL	Secure mail																
NUMBER	Mailbox number																
RELAY SEND	Relay send																
TERM:	Destination terminal																
COPY TO RELAY	Relay printout																
DELAYED POLLING	Polled operation																

6

### ERROR MESSAGE REPORT

NO.	REMOTE STATION	START	NOTE
1	[01], [05]	12,14:07	DELAYED GROUP SEND S000
2	[P1]	06,01:18	SEND SECURE MAIL MAILBOX NUMBER: 02 S010
3	(01)	06,01:18	RELAY SEND TERM.:01,5*,#2,**,99 COPY TO RELAY S011

---

## Memory initialized report

---

The terminal automatically prints out the Memory Initialized Report to inform the operator of a long power outage or hardware problem which resulted in the erasure of all settings. Contact the Customer Support Center for assistance.

The report will have the message SYSTEM MEMORY INITIALIZED.

## Print pending document

This feature prints out the specified document. If there is no document in memory with that number, the display will prompt NO PENDING JOBS.

### To print the pending document (Menu 08, Feature 2)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [8] to select menu 8.

```
8.PENDING JOBS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.PENDING JOB LIST
1-3        SELECT/START
```

4. Press [2] to select PRINT PENDING DOC.

```
2.PRINT PENDING DOC.
1-3        SELECT/ENTER
```

5. Press [Enter].

```
PRINT PENDING DOC.
JOB NUMBER:  -
```

6. Use the keypad to enter the job number.

```
PRINT PENDING DOC.
JOB NUMBER:  1
```

7. Press [Enter]. The document in memory will be printed.

```
PRINT PENDING DOC.
PRINTING
```

---

## Print polling document

---

This feature allows you to print a document stored in memory for polling without erasing it.

### To print document stored for polling (Menu 03, Feature 3, 3)

---

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [3] to select menu 03.

```
3.POLLING OPTIONS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within menu 3.

```
1.DELAYED POLLING
1-3        SELECT/ENTER
```

4. Press [3] to select STORE FOR POLLING.

```
3.STORE FOR POLLING
1-3        SELECT/ENTER
```

5. Press [Enter].

```
1.STORE FOR POLLING
1-3        SELECT/ENTER
```

6. Press [3] to select PRINT POLLING DOC.

```
3.PRINT POLLING DOC.
1-3        SELECT/START
```

7. Press [Start] to print the document in memory.

*Note: If there is no document stored in memory, the terminal will return to the idle mode.*

```
PRINT POLLING DOC.
PRINTING
```

# Custom Features and Settings

## Set auto receive time

The auto receive feature allows selection of specific hours for the terminal to switch to and from automatic answer mode. This feature is allowed only when the answering mode is set to LOAD ORIGINALS with the LED off. The default for this setting is 00.

### To set auto receive time (Menu 09, Feature 02)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [0], [2] to select AUTO RECEIVE TIME.

```
2.SET AUTO RCV. TIME
01-21      SELECT/ENTER
```

5. Press [Enter] and enter the hour automatic reception is to begin. The time must be entered in 24 hour format.

```
SET AUTO RCV. TIME
START TIME:   18:00
```

6. Press [Enter] and enter the minute automatic reception is to begin.

```
SET AUTO RCV. TIME
START TIME:   18:30
```

7. Press [Enter] to record the start time.

```
SET AUTO RCV. TIME
END TIME:     00:00
```

8. Enter the hour you want automatic reception to end.

```
SET AUTO RCV. TIME
END TIME:     20:00
```

9. Press [Enter]. Enter the minute you want automatic reception to end.

SET AUTO RCV. TIME END TIME: 20:30
---------------------------------------

10. Press [Enter].

SET AUTO RCV. TIME COMPLETED
---------------------------------

11. Press [Manual Receive] if LED is on.

**Note:** To cancel this setting, repeat the above procedures and enter 00:00 in the start and end settings.



## Set block junk fax

This feature allows the terminal to reject calls from remote terminals whose last four digits of the Local ID number do not match any of the numbers stored in your one touch, speed dial or program one touch.

The default setting for this feature is OFF. If set to ON, only telephone numbers stored in the dial directory can be received or polled.

### To set block junk fax (Menu 09, Feature 14)

1. Press **[Menu]** to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press **[0]**, **[9]** to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press **[Enter]** to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press **[1]**, **[4]** to select BLOCK JUNK FAX.

```
14.BLOCK JUNK FAX
01-21      SELECT/ENTER
```

5. Press **[Enter]**.

```
BLOCK JUNK FAX:  OFF
                  SELECT/ENTER
```

6. Press **[Select]** to select desired setting.

```
BLOCK JUNK FAX:  OFF
                  SELECT/ENTER
```

```
BLOCK JUNK FAX:  ON
                  SELECT/ENTER
```

7. Press **[Enter]** when the desired setting is displayed.

```
BLOCK JUNK FAX
COMPLETED
```

---

## Set contrast default

---

The terminal has three selections for contrast: Normal, Dark or Light. The contrast setting may be manually selected before each transmission or copy. The default setting is Normal. Use the procedures below to change the contrast default setting.

**Normal:** Select Normal when scanning originals with normal contrast.

**Dark:** Select Dark when scanning documents with faint characters.

**Light:** Select Light when scanning originals with colored backgrounds.

### To set contrast default (Menu 09, Feature 07)

---

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [0], [7] to select SET CONTRAST.

```
7.SET CONTRAST
01-21      SELECT/ENTER
```

5. Press [Enter].

```
ORIGINAL:      NORM
              SELECT/ENTER
```

6. Press [Select] to select NORMAL, DARK or LIGHT contrast.

```
ORIGINAL:      NORM
              SELECT/ENTER
```

7. Press [Enter] to record the desired contrast.

```
SET CONTRAST
COMPLETED
```

## Set ECM (Error correction mode)

Your terminal offers an error correction mode for transmissions and receptions. The remote terminal must also support this feature. The terminal sends your document in high speed segments. After each segment is sent, the terminal waits briefly to receive a signal from the remote unit confirming the segment of image data was received properly. If confirmation is not received, the terminal will retransmit the segment. Using ECM reception, your terminal responds after each segment is received, indicating whether the segment should be sent again or was received error free. The default for this feature is ON.

### To set ECM mode (Menu 09, Feature 15)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [5] to select SET ECM MODE.

```
15.SET ECM MODE
01-21      SELECT/ENTER
```

5. Press [Enter].

```
ECM MODE:      ON
                SELECT/ENTER
```

6. Press [Select] to select ON or OFF.

```
ECM MODE:      ON
                SELECT/ENTER
```

```
ECM MODE:      OFF
                SELECT/ENTER
```

7. Press [Enter] to record desired setting.

```
SET ECM MODE
COMPLETED
```

## Set halftone

This feature offers two halftone modes based on the relative proportions of photographs and text of originals.

**PICTURE + TEXT** - Select for documents that includes pictures and text, like advertising layouts and magazine pages.

**PICTURE** - Select for transmission or copy of a document containing shades of gray, such as a photograph. Provides the best graphics representation.

### To set halftone (Menu 09, Feature 05)

1. Press [Menu] to select the menu table.

1.SEND OPTIONS1 01-10          SELECT/ENTER
--

2. Enter [0], [9] to select menu 9.

9.USER SETTINGS 01-10          SELECT/ENTER
--

3. Press [Enter] to select the first feature within the menu.

1.SET POLLED MODE 01-21          SELECT/ENTER
--

4. Enter [0], [5] to select SET HALFTONE.

5.SET HALFTONE 01-21          SELECT/ENTER
---

5. Press [Enter].

PICTURE+TEXT SELECT/ENTER
------------------------------

6. Press [Select] to choose the halftone setting.

PICTURE SELECT/ENTER
-------------------------

PICTURE+TEXT SELECT/ENTER
------------------------------

7. Press [Enter] to record the desired setting.

SET HALFTONE COMPLETED
---------------------------

## Set number of redials

The terminal will automatically redial if it encounters a busy signal. Use this feature to set the number of times your terminal should redial before sounding its alarm to alert you of the unsuccessful transmission. Settings of 2, 3, 4 and 5 are available.

Automatic redial is not available if the remote terminal was dialled using the telephone handset.

### To set number of redials (Menu 09, Feature 18)

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9. USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1. SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [8] to select SET NUMBER OF REDIALS.

```
18. SET # OF REDIALS
01-21      SELECT/ENTER
```

5. Press [Enter].

```
SET # OF REDIALS
ATTEMPTS:      2
```

6. Use the keypad to enter 2, 3, 4 or 5 redial attempts.

```
SET # OF REDIALS
ATTEMPTS:      3
```

7. Press [Enter] when the desired setting is displayed.

```
SET # OF REDIALS
COMPLETED
```

---

## Set number of rings

---

This setting determines the number of rings that will occur before the terminal automatically answers the telephone. This feature has five selections: 2, 3, 4, 5, or 6. The terminal is set initially to answer after two rings.

If the manual receive mode is selected, this feature is ignored.

### To set number of rings (Menu 09, Feature 09)

---

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [0], [9] to select SET NUMBER OF RINGS.

```
9.SET NUMBER RINGS
01-21      SELECT/ENTER
```

5. Press [Enter]. Use the keypad to enter the number of desired rings. Press [Clear] to erase an entry.

```
SET NUMBER RINGS
NUMBER OF RINGS:2
```

6. Press [Enter] to record the desired setting.

```
SET NUMBER RINGS
COMPLETED
```

## Set polled mode

This feature must be set for a polling operation and allows you to determine which, if any, terminal can poll your terminal. The polled mode feature has the following three selections.

- FREE - Any G3 terminal can poll your terminal. A password is not required for polling.
- SECURE - The password must match the last four digits of the remote terminal identification number.
- OFF - No remote terminal can poll your terminal.

### To set polled mode (Menu 09, Feature 01)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select SET POLLED MODE.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [Enter].

```
POLLED MODE:  FREE
              SELECT/ENTER
```

5. Press [Select] to select FREE, SECURE or OFF.

```
POLLED MODE:  SECURE
              SELECT/ENTER
```

6. Press [Enter]. If you choose the polled setting SECURE, use the terminal keypad to enter the password.

```
SET PASSWORD
PASSWORD:      0000
```

7. Press [Enter].

```
SET POLLED MODE
COMPLETED
```

## Set receive reduction

This feature provides five reduction options for printing received documents: AUTO, 100%, 97%, 91% or 75%.

When AUTO is selected, the terminal will attempt to reduce the original to fit on one page. If the original does not fit on one page using the maximum rate, the originals will be printed at 100% on multiple pages.

You can also force the terminal to print received documents at the selected fixed rate.<sup>1</sup>

The default setting for this feature is AUTO.

### To set receive reduction (Menu 09, Feature 13)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [3] to select the SET RCV. REDUCTION.

```
13.SET RCV.REDUCTION
01-21      SELECT/ENTER
```

5. Press [Enter].

```
REDUCTION RATE: AUTO
SELECT/ENTER
```

6. Press [Select] to select AUTO, 100%, 97%, 91% or 75%.

```
REDUCTION RATE AUTO
SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
SET RCV. REDUCTION
COMPLETED
```

1. This feature does not work if documents are received from a G2 terminal.



## Set redial interval

This feature is used to select a 3, 4 or 5 minute time interval between redial attempts. The default setting for this feature is 3.

### To set redial interval (Menu 09, Feature 19)

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9. USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1. SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [1], [9] to select REDIAL INTERVAL.

```
19. REDIAL INTERVAL
01-21      SELECT/ENTER
```

5. Press [Enter]. Use the keypad to enter 3, 4 or 5 minute interval setting. Press [Clear] to erase an entry.

```
REDIAL INTERVAL
INTERVAL:          3
```

6. Press [Enter] when the desired setting is displayed.

```
REDIAL INTERVAL
COMPLETED
```

## Set resolution default

The terminal has four resolution settings. The resolution setting may be manually selected before each transmission or copy. The default setting is STANDARD. Use the procedures below to change the resolution default setting.

- STANDARD- Use for normal documents.
- FINE- Use for small print.
- SUPER FINE- Use for small details with complex images.
- HALFTONE- Use for originals with multiple shades of print (for example, a picture.)

### To set resolution default (Menu 09, Feature 06)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press [0], [9] to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press [0], [6] to select SET RES DEFAULT.

```
6.SET RES DEFAULT
01-21      SELECT/ENTER
```

5. Press [Enter].

```
RESOLUTION:      STD
                  SELECT/ENTER
```

6. Press [Select] to select STD, FINE, SFINE or HTONE resolution.

```
RESOLUTION:      STD
                  SELECT/ENTER
```

7. Press [Enter] when the desired setting is displayed.

```
SET RES DEFAULT
COMPLETED
```

## Set RS-232 settings

The RS-232 interface option allows your terminal to be used as a printer for asynchronous ASCII computers, like your personal computer. The terminal cannot receive or transmit documents when it is being used as a printer.<sup>1</sup>

Use the procedures in this section to change the baud rate, parity, length of stop bit and character bit.

The following is the pin assignment for the terminal.

Pin No.	Signal name
1	Frame Ground (FG)
2	Transmit data (TXD)
3	Receive data (RXD)
4	Request to send (RTS)
5	Clear to send (CTS)
6	Data set ready (DSR)
7	Signal Ground (S.G.)
8	Data carrier detect (DCD)
20	Data terminal ready (DTR)

### To print RS-232 settings (Menu 11, Feature 1)

1. Press **[Menu]** to select the menu table.

```
1. SEND OPTIONS1
01-11      SELECT/ENTER
```

2. Press **[1]**, **[1]** to select menu 11.

```
11. RS-232
01-11      SELECT/ENTER
```

3. Press **[Enter]** to select RS-232 PRINT.

```
1. RS-232 PRINT
1-2        SELECT/START
```

4. Press **[Start]**.

```
RS-232 PRINT
PRINTING
```

1. This feature is available only if you have a RS-232 board installed in your terminal.

**To set baud rate (Menu 11, Features 2, 1)**

1. Press **[Menu]** to select the menu table.

1. SEND OPTIONS1 01-11      SELECT/ENTER
---

2. Press **[1]**, **[1]** to select menu 11.

11. RS-232 01-11      SELECT/ENTER
---------------------------------------

3. Press **[Enter]** to select the first feature within the menu.

1. RS-232 PRINT 1-2      SELECT/START
--

4. Press **[2]** to select RS-232 SETTINGS.

2. RS-232 SETTINGS 1-2      SELECT/ENTER
---

5. Press **[Enter]**.

1. SET BAUD RATE 1-4      SELECT/ENTER
---

6. Press **[Enter]** to select SET BAUD RATE.

BAUD RATE:    300BPS SELECT/ENTER
--------------------------------------

7. Press **[Select]** to select 300BPS, 600BPS, 1200BPS or 2400 BPS.

BAUD RATE:    300BPS SELECT/ENTER
--------------------------------------

8. Press **[Enter]** when the desired setting is displayed.

SET BAUD RATE COMPLETED
----------------------------

## To set parity (Menu 11, Features 2, 2)

1. Press **[Menu]** to select the menu table.

```
1.SEND OPTIONS1
01-11      SELECT/ENTER
```

2. Press **[1]**, **[1]** to select menu 11.

```
11.RS-232
01-11      SELECT/ENTER
```

3. Press **[Enter]** to select the first feature within the menu.

```
1.RS-232 PRINT
1-2        SELECT/START
```

4. Press **[2]** to select RS-232 SETTINGS.

```
2.RS-232 SETTINGS
1-2        SELECT/ENTER
```

5. Press **[Enter]** to select the first feature within the menu.

```
1.SET BAUD RATE
1-4        SELECT/ENTER
```

6. Press **[2]** to select SET PARITY.

```
2.SET PARITY
1-4        SELECT/ENTER
```

7. Press **[Enter]**.

```
PARITY:      NONE
              SELECT/ENTER
```

8. Press **[Select]** to select NONE, ODD OR EVEN.

```
PARITY:      NONE
              SELECT/ENTER
```

9. Press **[Enter]** when the desired setting is displayed.

```
SET PARITY
COMPLETED
```

### To set stop bit (Menu 11, Features 2, 3)

1. Press [Menu] to select the menu table.

```
1. SEND OPTIONS1
01-11      SELECT/ENTER
```

2. Press [1], [1] to select menu 11.

```
11. RS-232
01-11      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1. RS-232 PRINT
1-2        SELECT/START
```

4. Press [2] to select RS-232 SETTINGS.

```
2. RS-232 SETTINGS
1-2        SELECT/ENTER
```

5. Press [Enter] to select the first feature within the menu.

```
1. SET BAUD RATE
1-4        SELECT/ENTER
```

6. Press [3] to select SET STOP BIT.

```
3. SET STOP BIT
1-4        SELECT/ENTER
```

7. Press [Enter].

```
STOP BIT:      1
                SELECT/ENTER
```

8. Press [Select] to select 1 or 2.

```
STOP BIT:      1
                SELECT/ENTER
```

9. Press [Enter] when the desired setting is displayed.

```
SET STOP BIT
COMPLETED
```

## To set character length (Menu 11, Feature 2, 4)

1. Press [Menu] to select the menu table.

```
1.SEND OPTIONS1
01-11      SELECT/ENTER
```

2. Press [1], [1] to select menu 11.

```
11.RS-232
01-11      SELECT/ENTER
```

3. Press [Enter] to select the first feature within the menu.

```
1.RS-232 PRINT
1-2        SELECT/START
```

4. Press [2] to select RS-232 SETTINGS.

```
2.RS-232 SETTINGS
1-2        SELECT/ENTER
```

5. Press [Enter] to select the first feature within the menu.

```
1.SET BAUD RATE
1-4        SELECT/ENTER
```

6. Press [4] to select SET CHAR LENGTH.

```
4.SET CHAR LENGTH
1-4        SELECT/ENTER
```

7. Press [Enter].

```
CHARACTER LENGTH: 8
                  SELECT/ENTER
```

8. Press [Select] to select 7 or 8.

```
CHARACTER LENGTH: 7
                  SELECT/ENTER
```

9. Press [Enter] when the desired setting is displayed.

```
SET CHAR LENGTH
COMPLETED
```

## Set scanner width

The terminal offers a choice of two scanning widths: standard (8.5 inch) and wide scan (up to 9.9 inch.)

Select NO when scanning standard 8.5 inch documents. Any area outside the 8.5 scanning area will be ignored and transmitted without reducing the original.

Select ON (wide scan) when scanning documents up to 9.9 inches. Originals will be reduced and transmitted at 84%.

The default setting for this feature is ON.

### To set scanner width (Menu 09, Feature 04)

1. Press **[Menu]** to select the menu mode.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press **[0]**, **[9]** to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press **[Enter]** to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press **[0]**, **[4]** to select SET SCANNER WIDTH.

```
4.SET SCANNER WIDTH
01-21      SELECT/ENTER
```

5. Press **[Enter]**.

```
WIDE SCAN:      ON
                SELECT/ENTER
```

6. Press **[Select]** to select ON or NO.

```
WIDE SCAN:      ON
                SELECT/ENTER
```

```
WIDE SCAN:      NO
                SELECT/ENTER
```

7. Press **[Enter]**.

```
SET SCANNER WIDTH
COMPLETED
```



## Set time pause

This feature allows you to set the number of seconds (from 05 to 99) the terminal should wait before dialling the next digit when it encounters a dialling pause. The pause key allows you to insert dialling pauses into the numbers stored in your speed dial or one touch dial telephone numbers. An example would be when dialling 9 for an outside line or when using charge code numbers.

The default setting is 5.

### To set number of seconds (Menu 09, Feature 08)

1. Press **[Menu]** to select the menu table.

```
1.SEND OPTIONS1
01-10      SELECT/ENTER
```

2. Press **[0]**, **[9]** to select menu 9.

```
9.USER SETTINGS
01-10      SELECT/ENTER
```

3. Press **[Enter]** to select the first feature within the menu.

```
1.SET POLLED MODE
01-21      SELECT/ENTER
```

4. Press **[0]**, **[8]** to select SET TIME PAUSE.

```
8.SET TIME PAUSE
01-21      SELECT/ENTER
```

5. Press **[Enter]**. Use the terminal keypad to enter the number of seconds delay desired. You can select a pause from 05 to 99 seconds. Press **[Clear]** to erase an entry.

```
SET TIME PAUSE
PAUSE DURATION: 10
```

6. Press **[Enter]** to record setting.

```
SET TIME PAUSE
COMPLETED
```

---

**Notes**

---

## Problem solving process

This section describes the procedures to follow if the terminal experiences a problem.

If the terminal encounters some trouble in transmission or reception, it will alert you with an error light and beeping alarm tone. You can further identify the problem using the Error Message Table and Error Codes. Press [Stop] to cancel the LED and tone.

If the problem persists call your authorized service representative or local Xerox office.

## To request assistance

Before calling for assistance, record any message codes which were displayed and the serial number. The serial number is located under the printer cover to the left of the imaging cartridge.

Serial number \_\_\_\_\_

Use an alternate telephone to call the Xerox Fax Customer Support Center.

U.S.A.	1-800-527-0214
CANADA	
Toronto	477-9912
Other 416 area codes	1-800-387-0448
Quebec	1-800-387-4300
Other than above	1-800-387-4311

## Supplies

The following supplies are recommended for use with your terminal.

Supply Item	Part Number
Xerox 4024 Dual Purpose Copy Paper	003R0721 (8½ x 11)
Xerox 4024 Dual Purpose Copy Paper	003R0727 (8½ x 14)
Imaging Cartridge Refill (2 per box)	8R3816
Imaging Cartridge	8R3817
Clean-ups	043P00067

The supplies should be stored away from heat, direct sunlight, high temperatures, high humidity or dust.

To order, please call your authorized Xerox reseller or Xerox Supply Net: U.S.: 1-822-2200; Canada (English) 1-800-668-0199 or Canada (French) 1-800-688-0133.

Error Messages Table

ERROR MESSAGES	SOLUTION
SET DOCUMENT AGAIN	The document is not set in the ADF correctly. Insert the document in the document feeder again.
RELOAD ORIGINALS	Transmission was attempted without inserting a document. Insert document and try again.
POLLING IN USE	Only one polling document can be set up. Try again after the polling operation has been completed.
ADD PAPER TO TRAY	Replace recording paper.
CLEAR PAPER JAM	Recording paper will not feed correctly. Reset recording paper.
PLEASE CLOSE COVERS	Press firmly on the left hand, printer and scanner covers to close securely.
HANG UP TELEPHONE	Return the telephone handset to its cradle. Press stop to cancel alarm.
SCAN LAMP FAILURE	The lamp is not sufficiently bright or is defective. Turn the power off and back on or call for service.
NOT AVAILABLE	Copy is attempted with a delayed start job pending from the ADF.
MEM FULL SEE MANUAL	The memory capacity has been exceeded. Press Enter within one minute to store the scanned originals. Otherwise, clear some of the memory or transmit document from the document feeder.
CANNOT IMPLEMENT NOW	All the delayed commands have been used. Press Stop to discharge document or repeat the operation again after the current operation is completed.
NOTHING STORED	The one touch, speed dial or group number selected has not been programmed in the telephone directory. Try programming the number again.
MEMORY NOT AVAILABLE	The internal memory in your unit was full before you began your operation. Clear some of the memory by deleting a delayed command or transmit from the document feeder.
NO PENDING JOBS	A command is not programmed when printing or cancellation of a delayed command is requested.
CANNOT TRANSMIT	Transmission is attempted when a delayed start job from the ADF is set up. Press Stop to discharge the document or repeat the operation again after the current operation is completed.
PLEASE WAIT	The machine is performing desired operation.
REPLACE IMAGING FILM	Replace the imaging film.
LOW PAPER-ADD PAPER	The terminal is low on paper. Add paper.
CLOSE PAPER TRAY	Close the paper tray and try the operation again.

Error Messages Tables and Error Codes

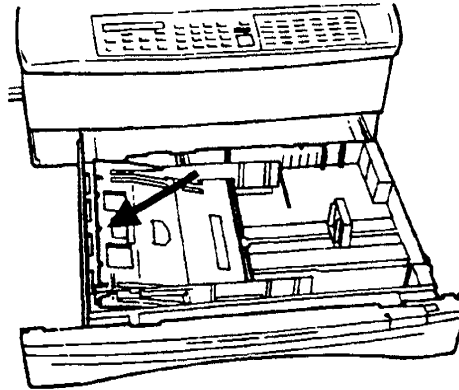
ERROR MESSAGES	SOLUTION	ERROR CODES
NO RESPONSE FROM REMOTE MACHINE	Communication with the remote machine was not possible. This message can be caused by calling an older Group 1 machine that is not compatible with your fax, reaching a fax machine that is broken or out of paper, or dialling a wrong number. Use the fax telephone handset to call the number manually. Ask the remote operator to check the remote fax.	D.0.0 T.1.1 T.1.4 T.2.1 T.2.2 T.2.3 T.7.1 T.7.3 R.1.1 R.1.2 R.1.4 R.2.3 R.3.1 R.3.2 R.3.3 R.3.4 R.4.2 R.5.1 R.7.1 R.7.2 R.7.4
RESEND BAD PAGES SEE ERROR MESSAGES	Poor telephone line conditions have occurred. Call the remote location and request that the document be transmitted again.  If sending or copying an original longer than 36 inches, set Long Original feature ON.	T.4.2 T.5.1
PLEASE TRANSMIT AGAIN	Your transmission may not have been completed. Poor telephone line conditions, a document feeder jam or problems at the remote machine may have been the cause. The number of pages transmitted may be less than the number of pages set for transmission. Try the transmission again.	T.1.2 T.3.1 T.4.1 T.5.2 T.5.3
	Polling was attempted by an unauthorized remote terminal.	R.2.2
	The terminal is out of recording paper, imaging film or the document has jammed.	R.4.1
	Memory capacity exceeded.	R.4.4

Problem Solving Table

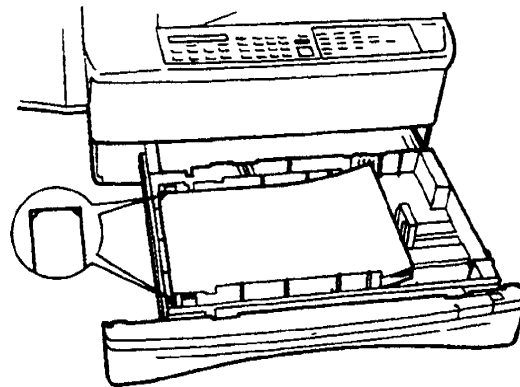
PROBLEM	PROCEDURE
If the display is blank or the terminal fails to respond to commands.	<ul style="list-style-type: none"> <li>● Make sure the power switch is on.</li> <li>● Unplug the power cord and reinsert firmly.</li> <li>● Make sure all the covers are closed.</li> <li>● Check paper tray and refill, if needed.</li> <li>● Check imaging film and replace, if needed.</li> </ul>
Black spots or streaks appear on copies and transmitted documents.	<ul style="list-style-type: none"> <li>● Clean the scanner and printing areas.</li> </ul>
White streaks appear on copies and documents received.	<ul style="list-style-type: none"> <li>● Clean the printing area.</li> </ul>
Copies and documents received show no image	<ul style="list-style-type: none"> <li>● Make sure the imaging film is installed correctly.</li> </ul>
Copies and documents sent show no image.	<ul style="list-style-type: none"> <li>● Make sure the original was positioned in the tray face down.</li> </ul>
The power is on, but the terminal does not send messages.	<ul style="list-style-type: none"> <li>● Check all settings and try the operation again.</li> <li>● Make sure the correct dial setting is being used.</li> <li>● Verify the remote terminal ID is correct. Check the dial directory report.</li> <li>● Check the imaging film and replace, if needed.</li> </ul>
The power is on, but the terminal does not receive messages.	<ul style="list-style-type: none"> <li>● Press manual receive to cancel the manual receive mode and select one of the auto answer modes.</li> <li>● Check the paper tray and refill, if needed.</li> <li>● Clear any paper jams.</li> <li>● Check the imaging film and replace, if needed.</li> </ul>
The terminal will not make copies.	<ul style="list-style-type: none"> <li>● Contact the key operator. Follow the procedures in the Copy Section.</li> </ul>
All pages sent to your terminal were not printed.	<ul style="list-style-type: none"> <li>● Check the imaging film and replace, if needed.</li> <li>● Check the paper tray and refill, if needed.</li> <li>● Clear any paper jams.</li> </ul>
The display and reports are not displaying in the desired language.	<ul style="list-style-type: none"> <li>● Press [Menu] plus the pound key [#] to select desired language.</li> </ul>
DELAYED START PENDING is displayed	<ul style="list-style-type: none"> <li>● The terminal is waiting to redial a busy telephone number.</li> <li>● The terminal is waiting to perform a delayed operation.</li> </ul>

## Loading the paper tray

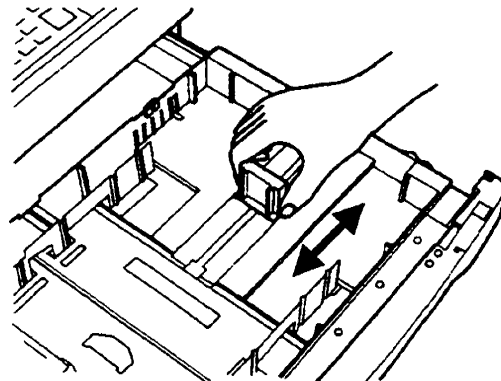
1. Pull the paper tray out and press the metal plate in the tray downward until it clicks.



2. Place up to 250 sheets of recording paper under the corner tabs. Push the paper tray into the terminal.



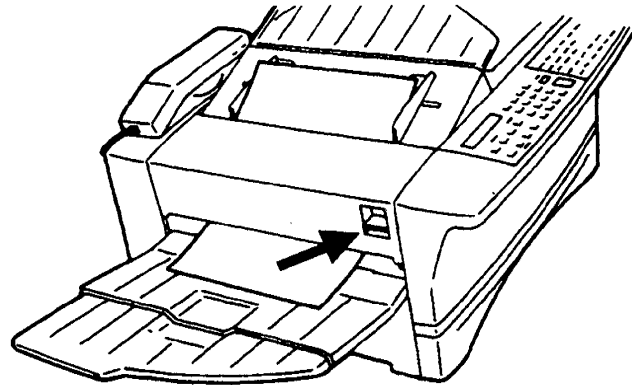
**Note:** The paper stop should be set for 11 inch paper when it is received. If necessary, adjust the paper stop to fit 14 inch paper by squeezing the sides of the paper stop and sliding it to the 14 inch position.



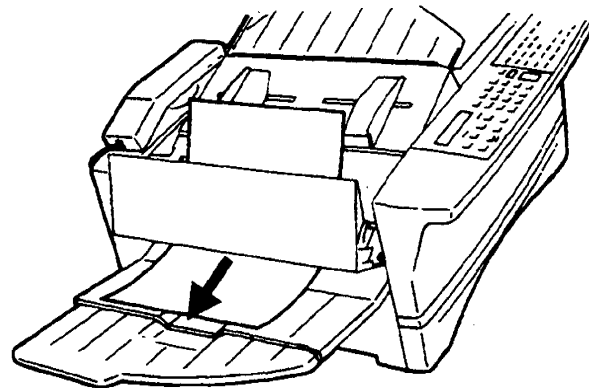
### Removing a document jam

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1. Press the scanner release button and open the scanner cover.



2. Gently pull the original out of the scanner in the same direction the terminal would normally feed the original.

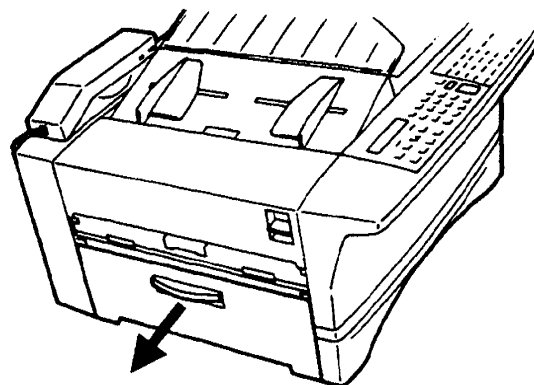


3. Close the scanner cover.

### Removing a paper jam

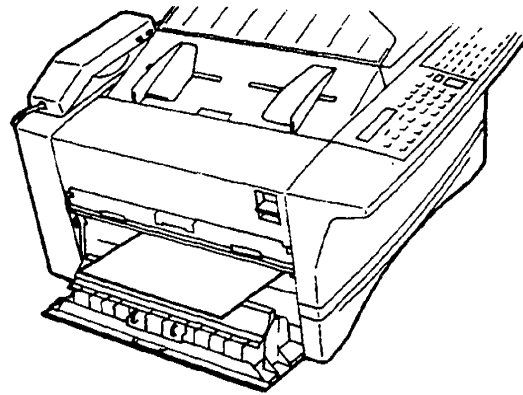
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1. Pull and open the left hand cover.





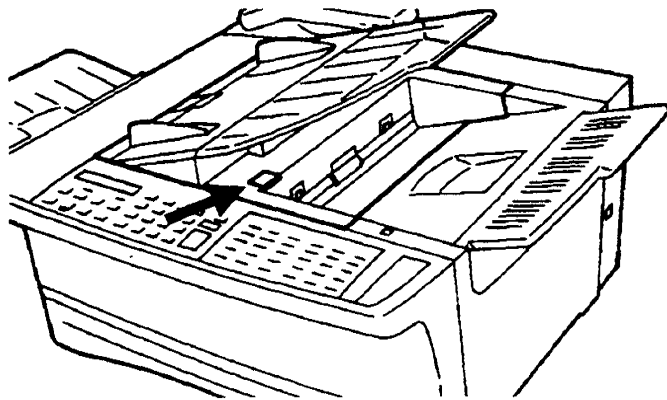
2. Pull out the jammed paper slowly.



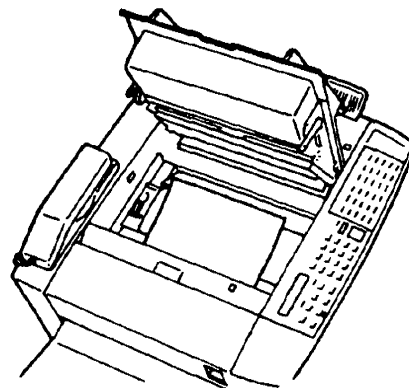
3. Close the left hand cover.

### **Removing a recording paper jam**

1. Press down on the printer cover release button and open the printer cover.



2. Remove the jammed paper.

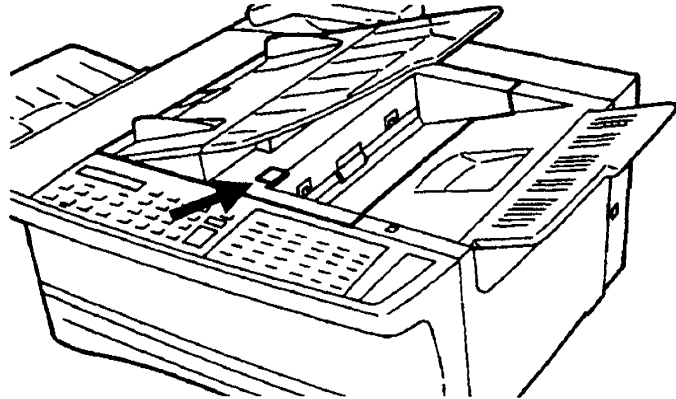


3. Close the printer cover and press downward until it clicks firmly.

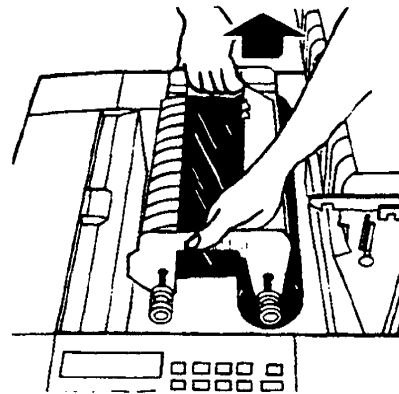
## Replacing the imaging film

Low imaging film on the imaging cartridge is indicated by a green indicator on the terminal or by a message on the display.

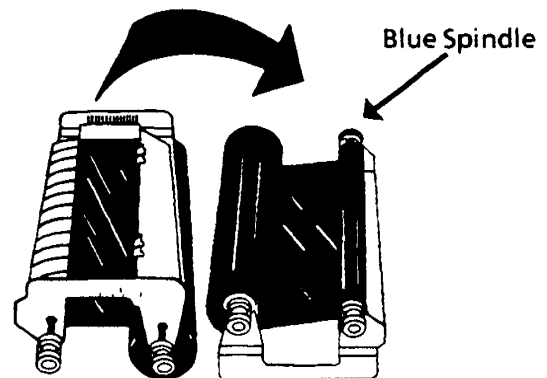
1. Press down on the printer cover release button and open the printer cover.



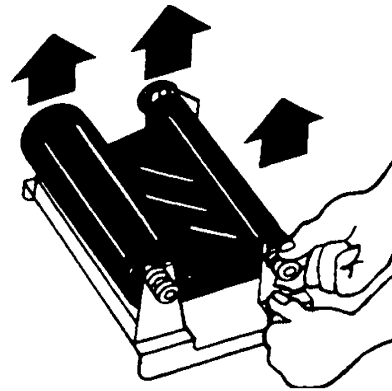
2. Locate the imaging cartridge. Note: the red spindle is on the right rear side. Grasp the cartridge by its handles and lift it out of the terminal.



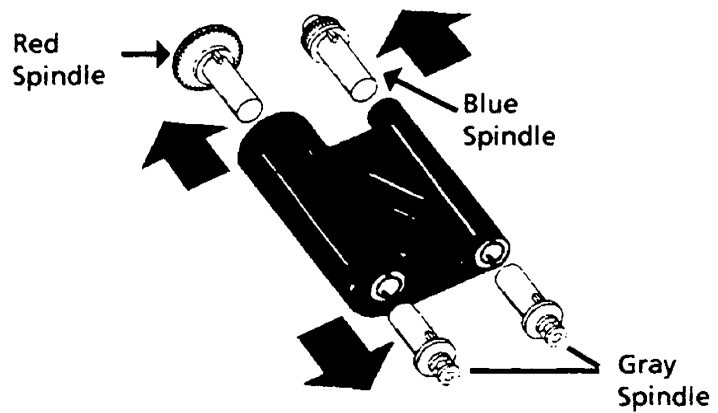
3. Set the cartridge down on a work surface and turn it over. Make sure the blue spindle is on the right rear side.



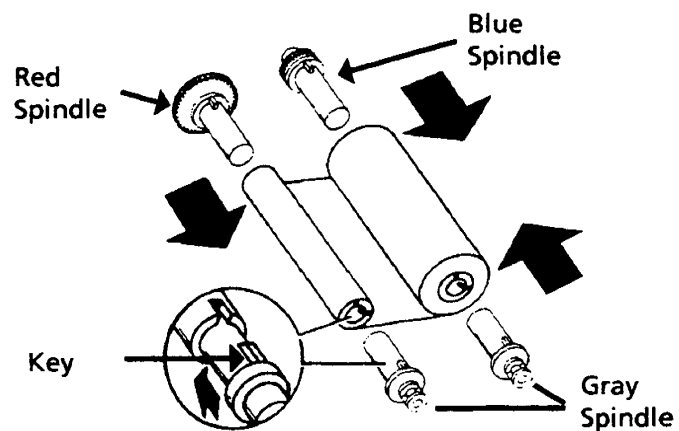
4. While pressing down on the cartridge handle, snap each spindle out of its slot.



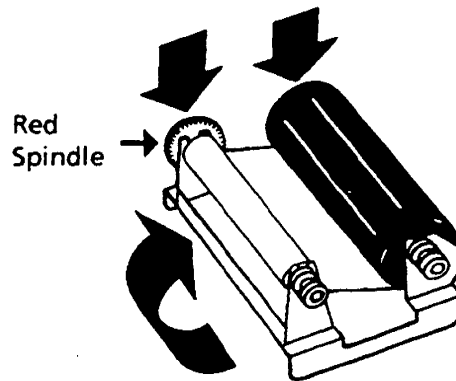
5. Remove the rolls of film from the cartridge and slide the spindles out of the rolls.



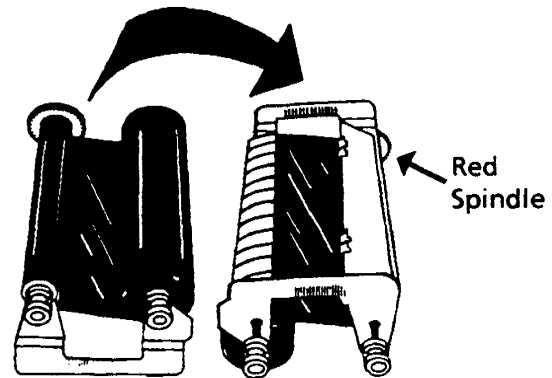
6. Insert the red spindle in the take-up roll and the blue spindle in the supply (large) roll. Insert the gray spindles into the opposite end of the rolls. Make sure that the keys on the spindles slide all the way into the slots in the ends of the rolls of film.



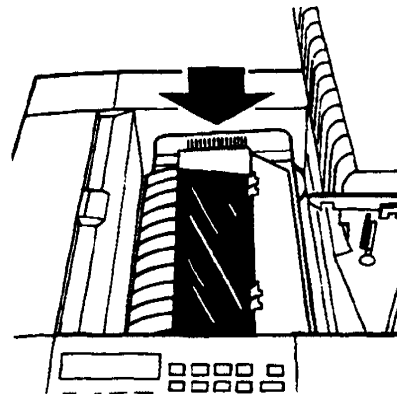
7. Place the rolls of imaging film in the cartridge. Make sure the red spindle is on the left rear side and the blue spindle is on the right rear side. Press down firmly on each spindle to snap it into place. Advance the blue leader clockwise onto the take-up roll until the black ink is visible.



8. Turn the cartridge over. Make sure the red spindle is on the right rear smooth side and the blue spindle is on the left rear ribbed side.



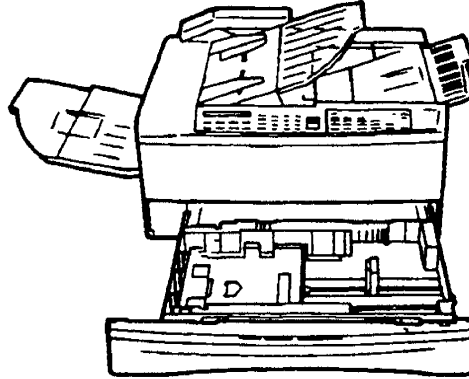
9. Grasp the cartridge by its handles and place it into the terminal. Make sure the red spindle is on the right rear smooth side.



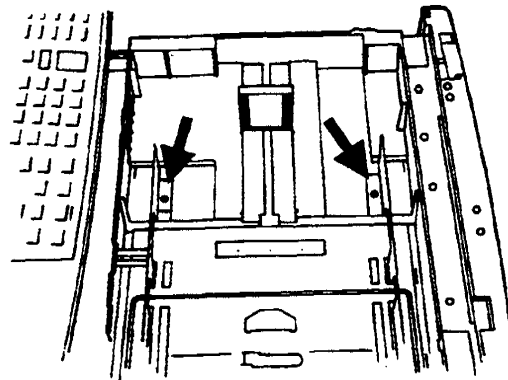
10. Close the printer cover.

## Changing the recording paper size

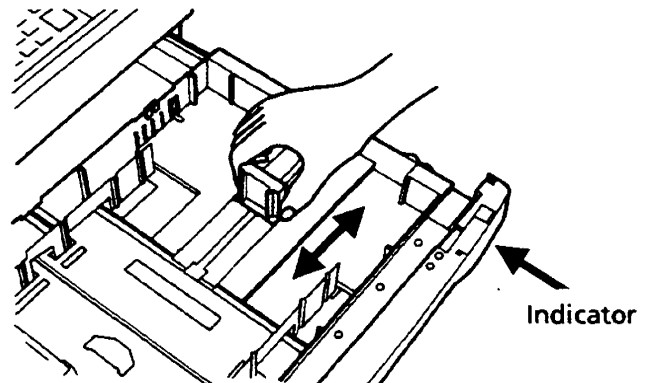
1. Pull the paper tray all the way out and lift to remove.



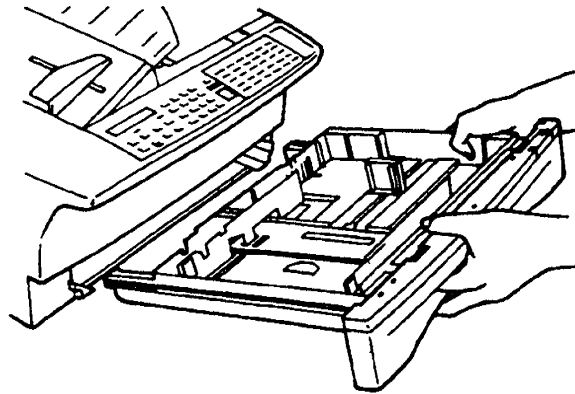
2. To change the width, use a phillips screwdriver and remove the screws holding the guides. Move the guides to the desired position, insert screws and tighten to secure guides.



3. To change the length, press both sides of the paper guide and adjust the guide in the tray to accept the desired size. Rotate the paper length indicator to the new paper size.



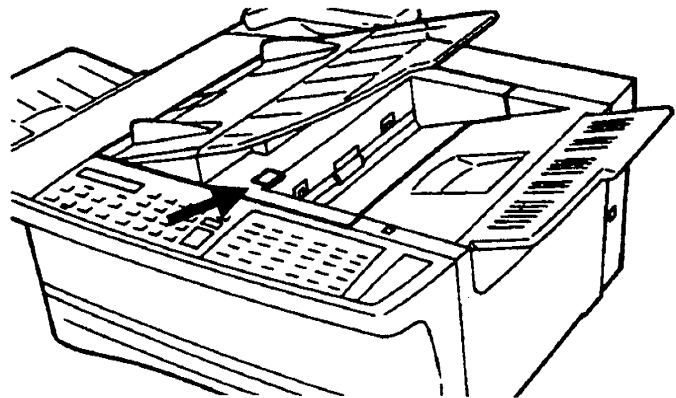
4. Incline the paper tray with the outer edge slightly elevated, then insert it under the pin of the main body, and push the tray into the terminal.



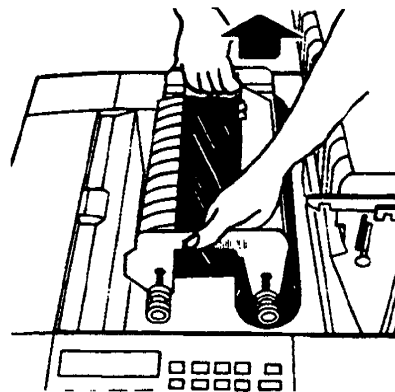
### Cleaning the thermal head

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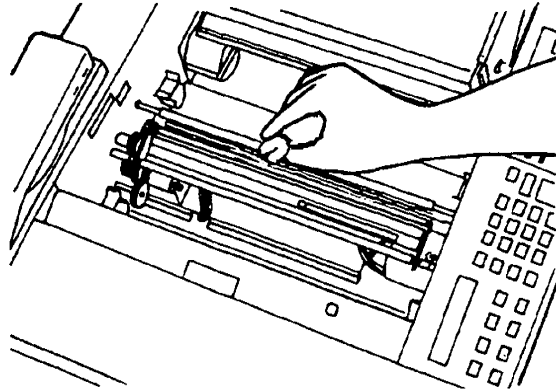
1. Press the printer cover release button and open the printer cover.



2. Remove the imaging cartridge.

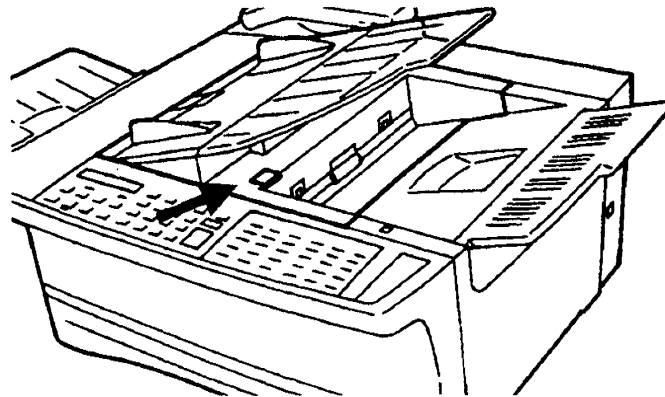


3. Clean the thermal head (within the green frame) with Xerox clean-ups.

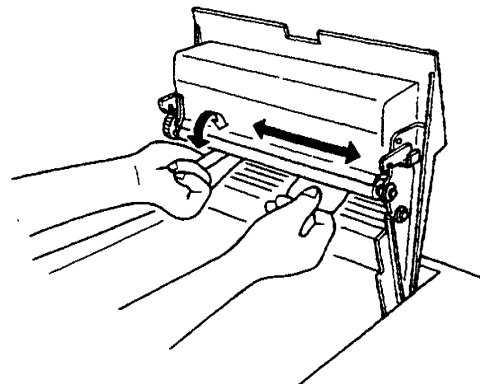


### Cleaning the pressure roller

1. Press the printer cover release button and open the printer cover.

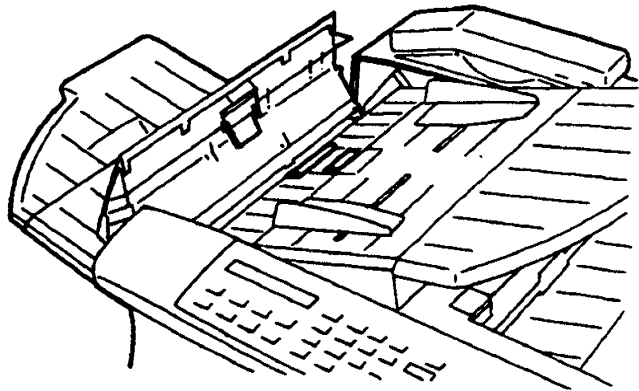


2. Clean the exposed area of the pressure roller with Xerox Clean-ups. Rotate the rollers to clean the remaining surface.

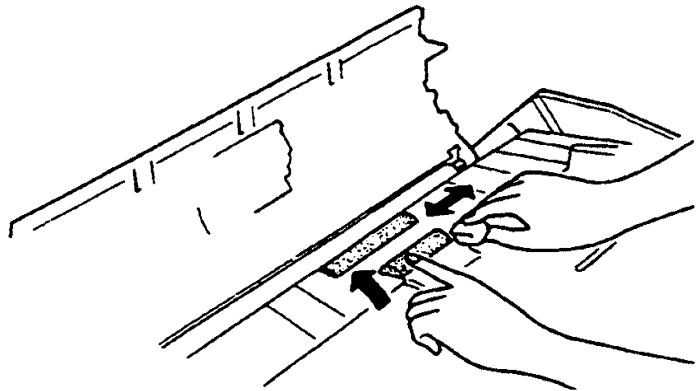


## Cleaning the rollers and retard pad

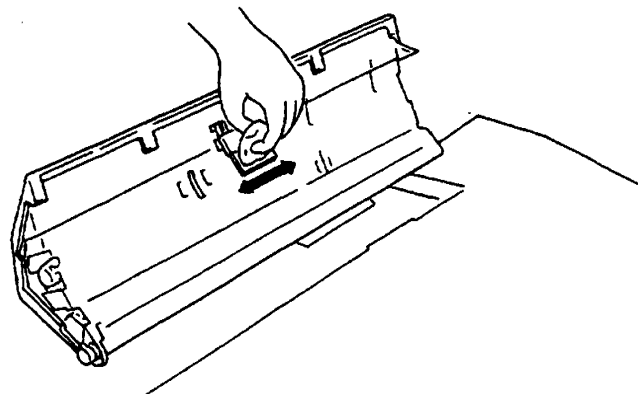
1. Press the scanner cover release button and open the scanner cover.



2. Clean the exposed area of the rollers with Xerox Clean-ups. Rotate the rollers to clean the remaining surface.



3. Clean the retard pad carefully with Xerox Clean-ups. Do not bend the metal tabs on the side of the retard pad.





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**Specifications**


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Type:	Desk top facsimile terminal
Telephone line required:	Public switched telephone network or the equivalent. Leased or dedicated telephone line not required.
Compatibility:	CCITT Group 2 and Group 3
Modem/communication speed:	9600 BPS with automatic fallback to 7200, 4800, 2400 bps per CCITT V.29 and V.27 ter.
Copy speed:	Approximately 30 seconds per page
Resolution:	
Group 3:	Fine, Standard, Super Fine and Halftone
Group 2:	Standard only
Halftone:	16 level
Document size:	
Maximum width:	11 inches (280 mm)
Minimum width:	4.7 inches (120 mm)
Maximum length:	Long Original OFF - 35.4 inches (900mm) Long Original ON - Unlimited
Minimum length:	5.8 inches (148 mm)
Thickness:	(0.003 to 0.007 inches (0.07 to 0.19 mm)
Weight:	13 to 36 lb. bond
Recording paper size:	8½ x 11 inches (216 x 279mm) 8½ x 14 inches (216 x 356 mm)
Automatic document feeder:	1-30 sheets, letter or legal non-silicon fused- 20 lb to 24 lb 1-10 silicon fused sheets, letter or legal size 13 lb to 36 lb
Output tray capacity:	50 sheets
Cassette tray capacity:	250 sheets of 20 lb. bond 4024 Dual Purpose
Scanning line density:	
Horizontal:	195.6 lines/inch ± 1% (2048 pels/256 mm) 97.8 lines/inch ± 1% (1728 pels/216 mm ± 1%)
Vertical:	
G3 (Fine):	195.6 lines/inch ± 1% (7.70 lines/mm)
G2/G3 (Standard):	97.8 lines/inch ± 1% (3.85 lines/mm)
G3 (Super Fine):	392 lines/inch ± 1% (15.4 lines/mm)
Power supply:	100VAC ± 10%, 50/60 Hz 127VAC ± 10%, 50/60 Hz
Dimensions (includes all trays and other protruding parts):	
Width:	34.6 inches (879 mm)
Depth:	19.3 inches (490 mm)
Height:	12.7 inches (322 mm)
Weight:	22 Kg ( 48.4 pounds)
Memory capacity:	256K
Display:	2 line x 20 character each Liquid Crystal (LCD)
Operating environment:	
Temperature:	10° C to 32° C (50° to 90° F)
Relative Humidity:	15% to 85% RH without condensation

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## US: Xerox data coupler information

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This Xerox Telecopier 7024 facsimile terminal contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below:

This equipment complies with Part 68 of the FCC rules. On the rear of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN). If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

**Warning:** Ask your local telephone company for the modular jack type installed on your line. Connecting this terminal to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this terminal to an unauthorized jack.

You may safely connect the terminal to the following standard modular jack: USOC RJ-11C. Use the standard line cord (with modular plugs) provided with the installation kit to connect it.

Do not connect this terminal to a party or coin operated phone line.

Repairs to the terminal should only be made by Xerox or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

If you find the telephone line is damaged or the telephone company notifies you that your terminal is causing damage, disconnect the terminal from the telephone line and call for service. Do not reconnect the terminal until necessary repairs are made.

The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

- Immediately notify you of their temporary action.
- Reconnect service when the source of damage is removed.
- Inform you of your rights to bring a complaint to the FCC under FCC rules.

The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

- Make your terminal incompatible with their equipment,
- Require modification or alteration of the terminal,
- Otherwise physically affect performance of the terminal.

**WARNING:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**WARNING:** When programming emergency numbers and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hour, such as early morning hours or late evenings.

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## Canadian certification

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The Canadian Department of Communications Label identifies certified equipment. This certification means that the equipment meets certain telecommunications networks protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord.)

The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**WARNING:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate.

The load number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device, to prevent overloading. The load number is 13. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all the devices does not exceed 100.

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique est conforme aux limites d'émission de bruits radioélectriques pour les appareils de classe A stipulées dans le Règlement sur le brouillage radioélectrique du ministère des Communications du Canada.

Load Number for terminal 23

Certificate Number CS03 - 7602

Certification Number 482 4107 A

# Glossary

4800 BPS	An operator selection that forces the terminal to communicate at a maximum of 4800 bits per second.
Activity report	A report listing up to the last 25 send or receive fax operations.
ADF	Automatic Document Feeder. This subassembly automatically separates and feeds up to 30 originals from the input tray to the scanner.
Alarm	A tone that is produced to alert the operator.
Auto receive time	A feature that enables the user to set the terminal to switch in and out of automatic receive mode.
Block junk fax	Only transmissions from remote terminals whose identification numbers are listed in the dial directory can be received.
Buffered transmission	A two step method of transmission that involves first scanning the document and storing the image in memory and then transmitting it. This method may be combined with such features as delayed send, delayed group send, relay send, send secure mail and delayed polling.
CCITT	Consultative Committee for International Telephony and Telegraphy. This is an international standards committee.
Closed network	A network of fax machines that limit access to the network to other units having the same password. Some Xerox fax machines offer password protection and can participate in a closed network.
Compatibility	The ability to communicate from one model facsimile equipment to another.
Confirm report	A notification of the success or failure of an operation.
Contrast	The difference between light and dark on an original. If contrast is set too low, the printout will appear dark. If contrast is set too high, the printout will appear washed out.
Copy protect	This feature enables the user to inhibit the copy function.
Cursor	An underline character on the control panel display that indicates the character to be inserted or deleted.
Dark original	An original with either dark print or background (for example: colored paper.)
Delayed group Send	The operation of storing a set of documents in memory, then sending them to multiple locations.

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Delayed start	This feature allows a job to be programmed to be sent up to one month in advance.
Destination station	In a relay send operation, the end terminal.
Dial directory	A list of the speed dial, one touch and program one touch and the corresponding telephone numbers that have been programmed into the terminal by the operator.
ECM	Error correction mode. When selected, portion of a document can be resent if the information was not received by the remote terminal due to noise on the telephone line.
Error code	A code that appears in the display, on a message printout or in the activity report to indicate a problem has occurred.
Group 2	A CCITT defined group of terminals that operate at three minutes per page.
Group 3	A CCITT defined group of terminals that operate at speeds of less than one minute per page.
Group number list	A group of dial directory telephone numbers that have been assembled to simplify dialling when handling a job operation to multiple locations. Up to 5 group number lists can be programmed in the 7024.
Halftone	Used for documents with multiple shades of gray (for example, a picture.) When an operator selects halftone, the recorded image will contain intermediate shades of gray.
Handset	A telephone transmitter and receiver.
Idle mode	The condition of the terminal when it is not performing any operations.
Imaging cartridge	The replaceable assembly that contains the ribbon that is used for printing.
Initiating station	In a relay send operation, the terminal that sends documents and distribution instructions.
Internal memory	Used to store documents for transmission or to be polled.
Job reserve	A subsequent job that can be programmed by the operator while the terminal is currently transmitting or receiving a job.
LED	Light emitting diode. Used for display and lamps.
Load number	A number assigned to telecommunications equipment used in Canada and designed to prevent overloading on a telephone circuit. Read the Canadian Department of Communications information in your operating instructions or call your local telecommunications company for more information.
Local ID number	The local ID is normally the telephone number of the facsimile terminal programmed into the terminal by the operator.

Local name	A company name, department, individual name or code (up to 20 characters) programmed into the terminal by the operator.
Long originals	An original longer than 35.4 (900 mm).
Manual receive	An operator selection that prevents the terminal from automatically answering the telephone.
Memory	The logical part of the terminal where scanned documents are stored.
Misfeed	When an original in the ADF or paper in the paper cassette does not feed.
Multi-polling	Polling two or more terminals during one job.
Network	A system of terminals that communicate with each other.
One touch dial	The use of one key to represent one of 30 phone numbers that has been programmed into the dial directory.
Options report	A report that provides the status of all options.
Password	Code used to limit access to information in the terminal.
Polling	Polling allows you to set a document in your fax machine for automatic transmission to a remote unit when that unit calls, or to call a remote unit and receive a document set to be polled.
Receive to memory	A two step method of reception that involves first storing the incoming document in memory and then printing it out. The Xerox 7024 automatically switches to this mode of operation when it is unable to print the document out because the paper or imaging film has run out, the paper has jammed or similar reason and automatically prints out the documents thus stored once the problem has been corrected.
Relay station	A Xerox compatible facsimile system capable of receiving documents and distribution instructions from a terminal (the initiating station), then automatically distributing the documents to other CCITT group 3 or 2 terminals (destinations stations) per the instructions.
Resolution	The amount of space between each scanned line. When the fine resolution is selected, the recorded image will show more detail.
Scanner	The subassembly that produces the electronic image of the original.
Secure mail	This feature allows you to send a document into a memory "mailbox" in a Xerox unit with internal storage. The transmission is protected at the receiving end by an access code created by the mail box holder.
Secure send no.	The I.D. number of a selected remote machine that is authorized to receive from the terminal.

Send header	A one line message printed at the top of the received document containing the local name, number, date, time, comm. # and page numbers.
Speed dial	The use of 55 keys (the Speed Dial key and a two digit speed dial code) to dial a remote telephone.
Terminal	A facsimile transceiver.
Transaction	A single page or batch sent or received by the facsimile equipment.
Voice request	This feature allows the facsimile terminal to signal a remote operator for voice contact following a transmission.



- activity report 1-7, 6-1 – 6-3
  - answering machine xiii, 1-3, 1-15 - 1-17, 5-4,
  - answering modes 1-15
  - automatic receive 5-1 – 5-4
  - automatic redial 2-19, 2-21, 7-7
  - auto receive time 7-1
- 
- attery 1-1, 1-8
  - aud rate 6-5, 7-14
  - block junk fax 6-5, 7-3
- 
- Canadian certification 9-4
  - canceling operations 3-20 – 3-23
  - casette tray capacity 9-1
  - :CITT 9-1
  - character code table 1-11, 2-3, 2-6, 2-9
  - character length 6-5, 7-17
  - clear key 1-4 – 1-5
  - clearing paper jam 8-2, 8-6-8-7
  - component descriptions 1-3
  - component identification 1-2
  - confirmation report 6-11 – 6-12
  - contrast 1-5 – 1-7, 3-1, 4-1, 6-5, 7-4
  - contrast default setting 7-4
  - control panel 1-2 – 1-5
  - copy ix, 1-4 – 1-5, 4-1 – 4-4, 7-4, 7-6, 7-12, 8-3 – 8-4
  - copy key 1-4 – 1-5
  - copy protect 4-4, 6-5
  - copy speed 9-1
  - customer assistance label xii, xviii
- 
- D**
- date and time 1-8 – 1-9, 6-1, 6-6
  - delayed group send 1-5 – 1-7, 1-21, 2-10 – 2-11, 2-13, 3-6 – 3-7, 3-20 – 3-21, 6-7, 6-10, 6-15
  - delayed polling 1-5 – 1-7, 2-10 – 2-11, 2-17, 5-5 – 5-6, 6-10, 6-15
  - delayed send 1-5 – 1-7, 1-21, 2-10 – 2-13, 3-4 – 3-5, 3-20 – 3-21, 6-7 – 6-8, 6-10, 6-15
  - delay start pending 2-19, 2-21, 3-4 – 3-5, 3-9, 3-13, 8-4
  - dial directory 1-19, 2-1 – 2-18
  - dial directory report 6-6 – 6-8
  - dialling 2-19 – 2-21
  - dialling type 1-13 – 1-14, 6-5
  - dimensions 9-1
  - document guides 1-2 – 1-3, 3-2
  - document input tray xii, xiv, 1-2 – 1-3
  - document jams 8-6 – 8-7
  - document output tray xii, xiv, 1-2 – 1-3
  - document release knob xii, 1-2
  - document size 9-1
- 
- E**
- ECM 1-21, 5-2, 7-5
  - environment requirement xii, 9-1
  - erase pending job 3-21 – 3-22
  - erase polling document 3-23
  - error codes 8-1, 8-3
  - error LED 1-4 – 1-5
  - error message report 6-13
  - error messages 6-1, 6-13, 8-2 – 8-3
- 
- F**
- FCC 9-2 – 9-3
  - fine resolution 3-1, 4-1, 7-12, 9-1
  - forced 4800 1-7, 2-1 – 2-3, 2-5, 2-8, 2-10, 3-15, 6-7
- 
- G**
- G2 3-1, 3-3, 4-1, 6-3, 6-12 – 6-13, 7-10, 9-1
  - G3 3-3, 3-6, 6-3, 6-12 – 6-13, 9-1
  - group number 2-1, 2-3 – 2-4, 2-6, 2-9, 2-13 – 2-14, 2-18, 3-7, 3-12, 5-7, 6-6 – 6-8
  - group number setup 2-1 – 2-7
  - group send 2-13, 3-6 – 3-7

**H**

halftone 3-1, 4-1, 6-5, 7-6, 7-12, 9-1  
handset xii, xiii, xix, 1-2 – 1-3, 1-13 – 1-14, 2-19 –  
2-21, 3-2, 3-16, 5-1 – 5-4, 7-7, 8-2 – 8-3  
handset dialling type 1-13 – 1-14  
handset volume control xix  
humidity xii, 8-1, 9-1

**I**

idle mode 1-1, 1-7, 1-21 – 1-22  
imaging cartridge xvi – xvii, 8-1, 8-8, 8-12  
imaging film xvi – xvii, 1-2 – 1-3, 1-22, 8-2 – 8-4, 8-8 –  
8-10  
initiating station 2-14, 3-10, 3-12  
installation xi – xix

**J**

job interrupt 3-20

**L**

language xix, 1-1, 8-4  
left hand cover 1-2 – 1-3, 8-6 – 8-7  
load orig: (ans) 1-15 – 1-16, 5-4  
load orig: (tel) 1-15, 5-3  
loading the paper tray xv, 8-5  
local identification (ID) number 1-10 – 1-12  
local name 1-10 – 1-12, 6-1, 6-5 – 6-6, 6-12 – 6-13,  
6-15 – 6-16  
long originals 3-17, 6-7

**M**

mailbox 2-16, 3-8, 6-3, 6-7, 6-15  
manual receive 1-4 – 1-5, 1-15, 5-1 – 5-4, 7-8, 8-4  
memory 1-1, 1-21 – 1-22, 2-1, 3-5 – 3-9, 3-13, 3-18 –  
3-23, 4-1, 4-3, 5-2, 5-6, 5-8 – 6-3, 6-9, 6-13, 6-15 –  
6-18, 7-10, 8-2 – 8-3, 9-1  
memory full 1-22  
menu table 1-6 – 1-7  
multi-polling 1-5, 1-7, 1-21, 2-10 – 2-11, 2-18, 3-6,  
3-20 – 3-21, 5-7 – 5-8, 6-3, 6-7, 6-10, 6-13, 6-15

**N**

number of redials 7-7  
number of rings 1-15, 5-1, 7-8

**O**

one touch 1-4 – 1-5, 1-19, 2-1 – 2-20, 3-14, 5-5, 5-7,  
6-6, 6-8, 6-10, 6-12 – 6-13, 6-15, 7-3, 7-19, 8-2  
one touch label 1-19  
operating environment xii, 9-1  
options report 6-4 – 6-5  
original key (see *contrast*)  
output tray capacity 9-1  
output tray extension xiv, 1-2 – 1-3

**P**

P1-P6 one touch 2-1, 2-7 – 2-18, 2-20, 6-7  
paper jam 8-2 – 8-4, 8-6 – 8-7  
paper length indicator 1-2 – 1-3, 8-11  
paper tray assembly 1-2 – 1-3  
parity 1-7, 6-5, 7-13, 7-15  
password 2-14, 2-16, 3-8 – 3-11, 3-18, 5-5, 6-5, 7-9  
pause 1-5, 1-7, 2-1 – 2-2, 2-19, 6-5, 7-19  
pending document 6-17  
pending job list 1-7, 1-21-1-22, 3-21 – 3-22, 6-9 – 6-10  
poll 1-1, 1-6 – 1-7, 2-10, 2-18, 2-20 – 2-21, 3-18 – 3-21,  
3-23, 6-5, 6-7, 6-10 – 6-11, 6-13, 6-15, 6-18, 8-2 – 8-3  
poll a remote terminal 5-5  
polled by a remote terminal 3-18  
polling, multi 5-7 – 5-8  
power cord xii, xviii, 8-4  
power off 1-1, 1-22  
power supply 9-1  
power switch xviii, 1-1 – 1-3, 8-4  
pressure roller, cleaning 8-13  
print pending document 6-17  
print pending job list 6-9  
print polling document 6-18  
printer release button 1-2 – 1-3  
problem solving x, 1-1, 8-1 – 8-4  
program one touch 2-7, 2-20, 6-6, 6-8, 6-10, 6-12 –  
6-13, 6-15

**R**

receive ix, 1-1, 1-5, 1-15, 2-20 – 2-21, 3-14, 3-19, 5-1 – 5-5, 6-2 – 6-3, 6-13, 7-2, 7-5, 7-13, 8-4

receive reduction 4-1, 7-10

receive to memory 1-21, 5-2

recording paper size 8-11, 9-1

redial 1-5, 2-19, 2-21, 3-4, 3-20 – 3-21, 6-5, 6-10, 6-15, 7-7, 7-11, 8-3

redial interval 6-5, 7-11

reduction 4-1 – 4-3, 6-5, 7-10

reference x, 1-1, 5-1, 9-1 – 9-4

relay send 1-5 – 1-7, 2-11, 2-14 – 2-15, 3-10 – 3-13, 6-3, 6-7, 6-10, 6-13, 6-15

relay station 2-14 – 2-15, 3-10 – 3-12, 6-7

replace imaging film 8-2, 8-8 – 8-10

reports ix, 1-6 – 1-7, 6-1 – 6-18

requesting assistance 8-1

resolution 1-5, 1-7, 3-1 – 3-2, 3-4, 3-6, 3-8, 3-10, 3-14, 3-18, 4-1, 6-3, 6-12 – 6-13, 7-12, 9-1

resolution default setting 7-12

RS-232 settings 1-6 – 1-7, 7-13 – 7-17

**S**

scanner release button 1-2 – 1-3

scanner width 6-5, 7-18

second telephone xiii, 1-18, 2-21, 5-2 – 5-3

secure send mode 3-3

send confirm 1-5

send header 1-10

send secure mail 1-5, 1-7, 1-21, 2-10 – 2-11, 2-16, 3-8 – 3-9, 6-7 – 6-8, 6-10, 6-15

sending a document 3-2

serial number xviii, 8-1

service 5-3, 8-1, 9-2, 9-4

space requirements xi

speaker volume control xix, 1-3

special dialling characters 2-19

specifications x, 1-1, 9-1

speed dial 1-5, 2-4 – 2-7

standard resolution 3-1, 4-1, 7-12, 9-1

stop bit 6-5, 7-13, 7-16

stop key 1-1, 1-4 – 1-5, 1-22, 2-7, 2-9, 3-14, 3-20 – 3-21, 4-1, 5-6, 5-8, 6-3, 6-13, 8-1, 8-2

store for polling 1-7, 1-21, 3-18 – 3-19

super fine resolution 3-1, 4-1, 6-2, 6-13, 7-12, 9-1

supplies x, 5-1 – 5-2, 8-1

**T**

TAD time 1-7, 1-17

Tel1 xiii, 1-16 – 1-20

Tel2 xiii, 1-16 – 1-18, 6-5

telephone handset xii – xiii, xix, 1-14

telephone line cord xii – xiii

temperature xii, 9-1

terminal dialling type 1-13

thermal head, cleaning 8-12 – 8-13

tones 1-3, 1-13 – 1-14, 1-20, 2-2, 2-19 – 2-21, 3-16, 5-1 – 5-4, 6-5, 8-1

**U**

unpacking xi – xii

**V**

voice request 1-5, 1-20, 2-19 – 2-21, 3-16, 5-1

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## Notes

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